

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL

October 10, 2023

Westfield Municipal Building

COUNCIL PRESENT: Elizabeth Rowland, Constance Cummings, Roger McCullen, Roger Watkins

COUNCIL ABSENT: None

OTHERS PRESENT: James Streeter, Ed & Robin Presor, Mayor Gail Bollinger, Chief Andrew Adams, Teresa Olofson, Brian Desposito, Lori Nelson

The meeting was called to order at 7:00 p.m. by vice-president Beth Rowland, followed by the Pledge of Allegiance. A roll call of members found all to be present (resignations were received from Denis Landry, JeanAnn Tubbs, and Kristen Zaidi). The visitors had no comments on agenda items.

Mayor/Police Report

The license plate reader on the police car had water damage after the switch to the new car. This was presented for an insurance claim and approved. The new equipment has been ordered.

Mayor Bollinger reported there is an 8-week turnaround time to receive body armor for a new officer. She asked the personnel committee what they would like to do about hiring Cadet Kyle Mack and if they have discussed a salary. The mayor and chief would like to get him scheduled for ride alongs as soon as they can.

Mayor Bollinger proclaimed Halloween Trick-or-Treat to be held October 31, 2023 from 6:00 p.m. to 7:30 p.m.

CDBG Sewer Rehab Project

Payment Application #3 (final) and Change Order #2 for Standard Pipe Services for the sewer rehab project were submitted for approval by Larson Design Group.

Motion was made by Roger Watkins, seconded by Roger McCullen, to approve Change Order #2 for a decrease of \$42,407.20 due to lateral connections that were not done and Payment Application #3 in the amount of \$8,905.34 for Standard Pipe Services for the sewer rehab project. Those in favor were Rowland, Cummings, McCullen and Watkins. The motion carried.

Minutes

Motion was made by Connie Cummings, seconded by Roger Watkins, to approve the minutes of the August 8, 2023 council meeting as presented. Those in favor were Rowland, Cummings, McCullen, and Watkins. The motion carried.

Financial Report

Motion was made by Roger McCullen, seconded by Roger Watkins, to approve the financial reports for September and October. Those in favor were Rowland, Cummings, McCullen and Watkins. The motion carried.

Lori Nelson explained two issues of forgery on an account and a comprised debit card.

PA DOT

A resolution assigning signatories for traffic signal work for PA DOT was tabled until a new slate of officers is available.

TCAB

Westfield will host the Tioga County Association of Boroughs meeting on Wed., October 25. It will be held in the community room and catered by the Colonial. RSVP by October 18.

Flooring

Roger Watkins gave an update on flooring for the community room. The estimate for new flooring requires the project to be bid, and if over \$25,000 prevailing wages will need to be used. Discussion on the project was held, with possibly removing the hallway portion to make it more cost effective. The committee is waiting for bid information from the solicitor.

Resignations

Beth Rowland reported three resignations were received. The council members resigning are JeanAnn Tubbs, Kristen Zaidi and Denis Landry. (Mrs. Tubbs and Mrs. Zaidi have moved out of the borough.)

Motion was made by Roger Watkins, seconded by Connie Cummings, to accept the resignations of JeanAnn Tubbs, Kristen Zaidi and Denis Landry as council members. Those in favor were Rowland, Cummings, McCullen and Watkins. The motion carried.

Appointment

A letter of interest for council member was received from Zachary Smith.

Motion was made by Connie Cummings, seconded by Roger Watkins, to appoint Zachary Smith as council member to replace Denis Landry and adopt Resolution No. 2023-342 appointing the same. Those in favor were Rowland, Cummings, McCullen and Watkins. The motion carried.

RESOLUTION NO. 2023-342

A RESOLUTION TO FILL A VACANCY ON COUNCIL

WHEREAS, a vacancy in the office of council member of the Borough of Westfield, Tioga County, 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) 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 an 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;

THEREFORE BE IT RESOLVED, that Zachary Smith, a registered elector of the Borough of Westfield, is hereby appointed to the office of council member of the Borough of Westfield to serve until the first Monday in January 2026.

FURTHER BE IT RESOLVED, that there shall be elected at the next Municipal Election, which shall occur in November 2025, a qualified registered elector of the Borough of Westfield to hold such office from the first Monday in January 2026 until the first Monday in January 2028.

RESOLVED by the Borough Council of the Borough of Westfield, Tioga County, Pennsylvania, this 10th day of October, 2023.

Election of President

With the resignation of Denis Landry, a new council president is needed. Roger McCullen nominated Roger Watkins for president, seconded by Beth Rowland. Those in favor were Cummings, McCullen, Rowland and Watkins. Mr. Watkins was appointed president of council. Beth Rowland will remain vice-president.

Parades

A Homecoming Parade is proposed for October 20, 2023 at 5:00 p.m.

The Crary Hose Company is planning the Christmas parade for December 8, 2023 at 6:00 p.m.

Motion was made by Roger Watkins, seconded by Connie Cummings, to approve the Homecoming Parade on October 20, 2023 and the Christmas Parade on December 8, 2023. Those in favor were Cummings, McCullen, Rowland and Watkins. The motion carried.

American Legion Request

The American Legion has asked permission to expand the Honor Roll Board. Council noted how nice the new board looks.

Motion was made by Roger Watkins, seconded by Connie Cummings, to approve the request from the American Legion to expand the Honor Roll Board with an additional post and section. Those in favor were Cummings, McCullen, Rowland and Watkins. The motion carried.

Sabinsville Ambulance Request

The Sabinsville Ambulance Board has made a request for a contribution toward the cost of EMT training. A breakdown of costs was provided by Sabinsville Ambulance.

Motion was made by Connie Cummings, seconded by Roger McCullen, to contribute \$581.46 to the Sabinsville Ambulance for an incentive to EMT training. Those in favor were Cummings, McCullen, Rowland and Watkins. The motion carried.

Old Business

Connie Cummings asked about several outstanding issues:

The status of the dangerous building ordinance. The committee is to meet and review this proposed ordinance.

Suggestions she made to be added to the website. The office will work on this.

Ms. Cummings gave council a survey at the last meeting that she proposed sending to residents in the water bills. She asked if council had any changes to the survey and would like input. Ms. Cummings is trying to get people involved. The committee will review the survey.

Committees

- Administrative Committee

North Street House

Motion was made by Connie Cummings, seconded by Roger Watkins, to give the solicitor the authority to move ahead with an enforcement letter and proceed to the district justice level if necessary for the demolished house on North Street. Those in favor were Cummings, McCullen, Rowland and Watkins. The motion carried.

Pension

Motion to approve the 2024 Minimum Municipal Obligation for the non-uniform and police pension plans as presented by the chief administrative officer was made by Connie Cummings, seconded by Roger Watkins. Those in favor were Cummings, McCullen, Rowland, and Watkins. The motion carried.

Motion was made by Roger Watkins, seconded by Roger McCullen, to waive employee contributions to the police pension plan for 2024 and to adopt Resolution No. 2023-343 amending the police pension plan with PMRS to waive employee contributions for 2024. Those in favor were Cummings, McCullen, Rowland and Watkins. The motion carried.

RESOLUTION NO. 2023-343

AN ORDINANCE OF WESTFIELD BOROUGH, TIOGA COUNTY, COMMONWEALTH OF PENNSYLVANIA, ELECTING TO AMEND ITS POLICE PENSION PLAN ADMINISTERED BY THE PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM PURSUANT TO ARTICLE IV OF THE PENNSYLVANIA MUNICIPAL RETIREMENT LAW; AGREEING TO BE BOUND BY ALL PROVISIONS OF THE PENNSYLVANIA MUNICIPAL RETIREMENT LAW AS AMENDED AND AS APPLICABLE TO MEMBER MUNICIPALITIES. IT IS HEREBY ORDAINED BY WESTFIELD BOROUGH, TIOGA COUNTY, AS FOLLOWS:

SECTION I. Westfield Borough (the Borough), having established a police pension plan administered by the Pennsylvania Municipal Retirement System (the System), hereby elects to amend its Police Pension Plan administered by the System in accordance with Article IV of the Pennsylvania Municipal Retirement Law, 53 P.S. §881.101 et seq. (Retirement Law), and does hereby agree to be bound by all the requirements and provisions of the Retirement Law and the Municipal Pension Plan Funding Standard and Recovery Act, 53 P.S. §895.101 et seq., and to assume all obligations, financial and otherwise, placed upon member municipalities.

SECTION II. As part of this Resolution, the Borough agrees that the System shall administer and provide the benefits set forth in the amended Police Pension Plan Document entered into between the Pennsylvania Municipal Retirement Board and the Borough effective as of the date specified in the adoption agreement (the Contract).

SECTION III. The Borough acknowledges that by passage and adoption of this Resolution, the Borough officially accepts the Contract and the financial obligations resulting from the administration of the Contract.

SECTION IV. Payment for any obligation established by the adoption of this Resolution and the Contract shall be made by the Borough in accordance with the Retirement Law and the Municipal Pension Plan Funding Standard and Recovery Act. The Borough hereby assumes all liability for any unfundedness created due to the benefit structure set forth in the Contract.

SECTION V. The Borough intends this Ordinance to be the complete authorization of the Contract, as amended and it shall become effective as of the date specified in the adoption agreement, which is the effective date of the Contract, as amended.

SECTION VI. A duly certified copy of this Ordinance and an executed Contract shall be filed with the System.

Personnel Committee

The negotiations committee will meet in the near future.

Planning/Fire Committee – nothingStreets, Sidewalks, Buildings Committee

The TASA Sidewalk grant has been submitted. The County has reviewed it; Westfield is the only application in Tioga County.

Vehicle Maintenance/Equipment Committee

David Nudd has made a list of surplus equipment that is no longer used including the John Deere walk behind mower and old cinder spreader. After discussion, council agreed to move forward with the sale of the items.

Connie Cummings reported on the need for front tires for the plow truck. Currently two tires are bald and one is a different size. Prices were obtained for the tires – Groff Tire was \$230 each and Tire Rack was \$252.99 each.

Motion was made by Connie Cummings, seconded by Roger Watkins, to replace two tires on the 2019 Ford truck, to be purchased at Groff Tire at a cost of \$460.00. Those in favor were Cummings, McCullen, Rowland and Watkins. The motion carried.

Utilities Committee

- Line Stop

Motion was made to approve the Church Street line stop at a cost of \$9200 in order to replace a leaking hydrant by Roger McCullen, seconded by Roger Watkins. Those in favor were Cummings, McCullen, Rowland and Watkins. The motion carried.

- Schiffy's RV Park

The Tioga County Planning Commission requires a 50' easement for the access road to the proposed Schiffy's RV Park. Council had reservations on the right of way as it infringes on Davis Park and its infrastructure. Council questioned if it could be reduced to 30' so it does not include the park. Discussion was held. This will be further researched.

A resolution is needed to add Schiffy Lane to the list of 911 addresses.

Motion was by Roger McCullen, seconded by Roger Watkins, to approve Resolution No. 2023-344 adding Schiffy Lane to the list of 911 addressed. Those in favor were Cummings, McCullen, Rowland and Watkins. The motion carried.

WESTFIELD BOROUGH, COUNTY OF TIOGA
COMMONWEALTH OF PENNSYLVANIA

Resolution No. 2023-344

**A RESOLUTION TO MAKE AND CHANGE ROAD / STREET NAMES TO IMPLEMENT TIOGA
COUNTY ENHANCED 911 PUBLIC SAFETY SYSTEM.**

Whereas, Tioga County is implementing the Enhanced 911 Public Safety System which, when completed, will provide for improved emergency response that benefits the health, safety and welfare of all citizens of this municipality; and

Whereas, in order to implement this system, it is necessary to develop an addressing scheme that is unique, complete, comprehensive, expandable and easily understood; and

Whereas, Tioga County has developed an addressing plan for the entire County which is based on a linear system that will provide a unique numeric and geographic location identification; and

Whereas, in order to implement this system, it is required that certain public roads or streets within the municipality be renamed to eliminate duplicate road names within the delineated 911 zones and to name and mark certain private roadways within the municipality.

Whereas, it is necessary, on occasion, to add additional road or lane names;

NOW, THEREFORE, BE IT RESOLVED AND ENACTED by the Borough Council of the Borough of WESTFIELD it is hereby *Resolved* as follows;

Section 1. That This Resolution amends previous resolutions to add SCHIFFTY LANE off of Rusty Cannon Lane to addressable roads in WESTFIELD Borough.

Visitors

Teresa Olofson reported the porch has been torn off her house. Ms. Olofson asked council what they were going to do about the water problem at her property; the driveway is washing away from run off when it rains. She noted the ditch between the streets has been filled in and causes issues. Ms. Olofson also asked that the borough enforce ordinances for all. She cited an example with sidewalks and snow shoveling. She had a complaint on police protection.

Mr. Presor asked how much more dirt Mountain Laurel is going to take out in their construction project. Further discussion on this and the drainage issues.

There was a discussion on vacant and unsafe buildings and the process involved.

The meeting adjourned at 8:11 p.m.

Lori Nelson
Secretary/Treasurer