

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL
September 10, 2024
Westfield Municipal Building

COUNCIL PRESENT: Danielle Pierce, Holly Zengerle, Constance Cummings, and Elizabeth Rowland

COUNCIL ABSENT: Roger Watkins

OTHERS PRESENT: Doug Rowland, Shawn Downey of LDG, James Streeter, Craig and Michelle Emmons, Robert Zengerle, Donna Leschander, Officer Kyle Mack, Mayor Faun James, and Assistant Secretary Theresa McCullen

The meeting was called to order at 7:03 p.m. by Vice President Danielle Pierce. The pledge of allegiance was said. A roll call of members present was taken. Roger Watkins was absent (illness).

Visitors – Agenda Items

Shawn Downey of Larson Design Group was present to give updates regarding ongoing projects. He presented Council with a memo outlining each project.

A grant of \$957,000 from Pennvest will be used to fund the SR349 sewer rehabilitation. This project will be minimally invasive in that slip lining will be installed, spot repairs will be made, and cleanouts installed. Approval is needed to bid out the project.

Motion was made by Holly Zengerle and seconded by Danielle Pierce to approve putting out to bid the State Route 349 sewer rehabilitation project. Those in favor were Cummings, Pierce, Rowland, and Zengerle. The motion was carried.

Mayor/Police Chief Report

Mayor Faun James reported that the Riverside Park sustained a lot of damage from the flood. A group of football players and cheerleaders from Wyalusing volunteered their time to clean up the parks and fire hall.

Andrew Adams is hurt and will be off work for awhile longer.

Minutes

Motion was made by Holly Zengerle and seconded by Danielle Pierce to approve the minutes of the August 27, 2024 meeting as presented. All were in favor; the motion was carried.

Constance Cummings reminded everyone of an error she found on the first page of the July minutes. When she went to the website, she found that the error had not been corrected. Theresa McCullen explained that the minutes cannot be changed; the “error” can be noted in the next meeting’s minutes, but the secretaries cannot go back and physically change the minutes.

Financial Report

The financial report and a memo from Lori Nelson were reviewed by Council members. The Borough received an invoice in the amount of \$43,846.86 from ServPro for flood cleanup in the municipal building. Council members feel this is extraordinarily high and agreed to send the invoice and the signed agreement with Servpro to the solicitor.

Old Business

- **Council Vacancies**

There are two vacancies on council and two letters of interest have been received, one from Michael James and one from Doug Rowland.

Motion was made by Constance Cummings and seconded by Holly Zengerle to appoint Doug Rowland to the Westfield Borough Council. Those in favor were Pierce, Rowland, Zengerle, and Cummings. The motion was carried.

Motion was made by Holly Zengerle and seconded by Elizabeth Rowland to appoint Michael James to the Westfield Borough Council. Those in favor were Rowland, Zengerle, Cummings, and Pierce. The motion was carried.

A resolution is needed for each appointee.

RESOLUTION NO. 2024-353

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 Council 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 Doug Rowland, 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 20th day of September, 2024.

Motion was made by Constance Cummings and seconded by Danielle Pierce to approve Resolution No. 2024-353 appointing Doug Rowland to the Westfield Borough Council. All were in favor; the motion was carried.

Motion was made by Holly Zengerle and seconded by Elizabeth Rowland to approve Resolution No. 2024-354 appointing Michael James to the Westfield Borough Council. All were in favor; the motion was carried.

- **ARPA Funds**

There was a discussion on the ARPA funds. Lori Nelson had recommended waiting to see how much the flood damage will cost the borough. There was a discussion about whether to renovate the current building or ask for a whole new building. Also discussed were buildings considered safe shelters such as the borough building and the high school.

The ARPA funds will be discussed at the next meeting.

There was discussion about upcoming meetings. Commissioner Marc Rice will be meeting with Holly Zengerle and Roger Watkins this week. Our area was declared a disaster by the state. A community meeting was held soon after the flood for all area residents and officials.

- **ATV/UTV Request**

Motion was made by Holly Zengerle and seconded by Danielle Pierce to advertise the proposed ATV/UTV ordinance for adoption at the next regular council meeting (October 8, 2024). Those in favor were Zengerle, Cummings, Pierce, and Rowland. The motion was carried.

There was a discussion about ATV regulations, etc., including making the speed limit 15 mph like Coudersport Borough. Kyle Mack said that ATVs have to follow state laws, and 25 mph is fine. Coudersport likely has the lower miles per hour due to being more congested than most towns. The ordinance will allow ATV travel on borough streets from Memorial Day to Labor Day. It was noted that most riders consider it a privilege. Robert Zengerle noted that it's worth a trial run.

Constance Cummings suggested sending questionnaires asking the residents how they feel about ATV traffic on borough streets.

Committee Reports

- Planning Committee

Ms. Cummings has been researching emergency management for municipal officials. She plans to email the emergency management plan to everyone. She was able to reduce it from 82 pages down to 20.

Emergency management during the flood was discussed. It was noted that our Emergency Management Coordinator, Gary Bisel, handles everything. Mr. Mack noted that the county was involved immediately. The county's EMC goes to PEMA. Some council members were unaware of what took place. It was pointed out that the county's EMC was here the day of the flood and worked closely with Mr. Bisel.

It was a learning curve for all. The communications center could not handle the volume of calls during the flood.

A dinner for first responders, etc., will be held November 9th at the Methodist Youth Center.

Ms. Cummings requested that the emergency plan be put on the next meeting's agenda.

- TCAB

Westfield is hosting the Tioga County Association of Boroughs dinner/meeting on September 19th. Reservations may be made through the office.

- Streets, Sidewalks & Buildings Committee

Council has acquired prices for gravel removal. The two estimates are from Ackley Construction and Eldridge; however, the prices were not available for the meeting.

- Vehicle Maintenance Committee

Ms. Cummings has made a map of the flood areas. She is looking for a place for the crew to store their equipment so it won't get flooded in the future.

- Grants & Loans

Mrs. Zengerle would like approval for the \$100 application fee for the LSA grant.

Motion was made by Elizabeth Rowland and seconded by Danielle Pierce to approve the \$100 application fee for the LSA grant. All were in favor; the motion was carried.

Visitors

The visitors were addressed.

Motion to adjourn was made by Holly Zengerle and seconded by Elizabeth Rowland. All were in favor; the motion was carried.

The meeting was adjourned at 8:30 p.m.

Theresa McCullen
Assistant Secretary