

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL
September 9, 2025
Westfield Municipal Building

COUNCIL PRESENT: Roger Watkins, Doug Rowland, Mike James, Holly Zengerle

COUNCIL ABSENT: Danielle Pierce, Derek Eldridge, Elizabeth Rowland

OTHERS PRESENT: Mayor Faun James, Lori Nelson

The meeting was called to order by president Roger Watkins followed by the Pledge of Allegiance. A roll call of members found Derek Eldridge, Danielle Pierce and Beth Rowland to be absent.

Mike James presented a certificate of appreciation from the Cray Hose Company to the Westfield Borough Council for the donation to the Training Facility Project.

There were no visitors.

Mayor/Police Chief Report

Mayor Faun James reported that she received an inquiry from the principal at CV High School about contracting for an officer for the school and what the cost would be. She noted this would mean a third full time officer. There was discussion on the request.

Minutes

Motion was made by Mike James, seconded by Holly Zengerle, to approve the minutes of the July 8, 2025 council meeting as presented. All were in favor; no nay votes. The motion carried.

Motion was made by Holly Zengerle, seconded by Mike James, to approve the minutes of the August 12, 2025 meeting as presented. All were in favor; no nay votes were cast. The motion carried.

Financial Report

Motion was made by Holly Zengerle, seconded by Mike James, to accept the financial report. All were in favor; no nay votes. The motion carried.

Doug Rowland reported that he read the 2024 audit report. Mr. Rowland commented on the difference in municipal accounting and Generally Accepted Auditing Principles.

Roof Bids

One bid was received:

JS General Contracting, Osceola, Pa	\$160,000.00
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Council noted this seemed high. Extensive discussion was held. The committee will review the bid.

PMRS Amendment/Resolution

Motion was made by Holly Zengerle, seconded by Doug Rowland, to adopt Resolution No. 2025-362 amending the police pension plan to waive employee contributions for the year 2026 as specified in the union contract. Those in favor were James, Rowland, Zengerle and Watkins. The motion carried.

RESOLUTION NO. 2025-362

A RESOLUTION 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 RESOLVED 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 RESOLUTION 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 RESOLUTION and an executed Contract shall be filed with the System.

Tioga County EOP

There was some discussion on the Tioga County Emergency Operations Plan. A resolution is needed to adopt the 2025 county plan.

Motion was made by Mike James, seconded by Doug Rowland, to adopt Resolution No. 2025-363 adopting the 2025 Tioga County Emergency Operations Plan. Those in favor were James, Rowland, Zengerle and Watkins. The motion carried.

Tioga County 2025 Emergency Operations Plan
Resolution No. 2025-363
Westfield Borough, Tioga County, Pennsylvania

Whereas, Tioga County's 2025 Emergency Operations Plan complies with all applicable State and County Laws, Regulations and provides the policies and procedures to be followed in dealing with natural, human-caused or technological emergencies or disasters; and

Whereas, This Plan supersedes all previous Plans.

Now Therefore Be It Resolved By the Governing Body of the Borough of Westfield, Tioga County, Pennsylvania that:

The Tioga County 2025 Emergency Operations Plan is hereby adopted as the official Emergency Operations Plan of the Borough of Westfield

2024 Audit

The 2024 Audit has been completed and filed with the Dept. of Community and Economic Development.

Motion was made by Holly Zengerle, seconded by Doug Rowland, to accept the 2024 Audit. Those in favor were James, Rowland, Zengerle and Watkins. The motion carried.

Committees

- Administrative Committee

ServPro Bill

An amended bill has been received from ServPro. They did lower some of the costs that were questioned. The new invoice is \$33,601.86; the original amount was \$43,846.86. Much discussion was held on the billing. Council felt that it was much too high for the service completed.

Motion was made by Mike James, seconded by Doug Rowland, to pay the revised bill from ServPro in the amount of \$33,601.86 for water restoration services after the flood. Those in favor were James, Rowland, Zengerle and Watkins. The motion carried.

Roger Watkins noted he is voting yes with reservations.

2026 Pension MMO

The 2026 Pension Minimum Municipal Obligations for the police and non-uniform pensions were submitted.

Motion was made by Holly Zengerle, seconded by Mike James, to accept the 2026 MMO's for the police and non-uniform pension plans. Those in favor were James, Rowland, Watkins and Zengerle. The motion carried.

Act 13 Funds

Motion was made by Holly Zengerle, seconded by Mike James, to use Act 13 funds for the hydrant at the fire training center site. Those in favor were James, Rowland, Zengerle and Watkins. The motion carried.

- Personnel Committee

Roger Watkins reported on an apprenticeship program sponsored by the Pa. Rural Water Association. The program would pay for training to assist with certification for new employees. Mr. Watkins would like to find financing for another employee moving forward so that the borough has certified operators in the future. Further discussion was held.

- Planning/Fire Committee

Mike James did not have any updates on the Knoxbox. There was discussion on possible liability issues or bonding requirements with the box.

Mike James stated the fire company would like to use the borough's internet. Crary Hose Co. is paying monthly for the service but it is only used by the treasurer to file state reports. There was discussion on security if it is used by another party. Council did not see a problem with this if it is used only for reporting purposes.

- Streets, Sidewalks, Building Committee

Roger Watkins reported on questions he had for PA DOT regarding recent work on the bridge. He added that with the heat this summer the coating on the bridge sidewalk near Tops had bubbled and cracked in places.

The DPW are working on catch basins on Church Street as well as one on High Street.

Holly Zengerle received a note about streambank repair by a resident on Mill Street. It will be checked to see if this is one of the areas to be worked on with the CDBG grant funds. More discussion was held.

- Vehicle Maintenance Committee

A motion was made to sell the roller to Kyle Mack at the last meeting; however, it was not an agenda item.

Motion was made by Holly Zengerle, seconded by Doug Rowland, to approve the sale of the flood damaged roller to Kyle Mack for \$200. Those in favor were James, Rowland, Zengerle and Watkins. The motion carried.

A bid of \$100 was received from Roger Watkins for the flood damaged Cub Cadet lawn tractor.

Motion was made by Holly Zengerle, seconded by Mike James, to approve the sale of the old Cub Cadet lawn tractor to Roger Watkins for \$100. Those in favor were James, Rowland and Zengerle. Roger Watkins abstained due to conflict of interest. The motion carried.

- Utilities Committee

Faun James asked about delinquent accounts.

Faun James asked about the status of the sewer costs for the township. Lori Nelson noted that a phone conference with the solicitor and engineer is being scheduled.

Faun James updated council on a safety issue with an East Main Street property. Erb Inspections would like to use a borough ordinance to help the situation move along. Council will review the ordinances and pursue the issue. Much discussion on the methods to remedy to situation was held. Another property on West Main Street was also discussed.

There was discussion on the municipal building roof.

- Grants, Loans Committee

Holly Zengerle reported that the TASA Grant for sidewalks has been submitted. She noted Delta assisted and did a nice job.

Holly Zengerle stated the LSA Grant Program is open. She asked if possibly the borough would like to apply for funds to assist with the roof repair. She will look into this but noted that the engineering would need to be done and the project ready to roll.

Text My Gov

Roger Watkins reported that Text My Gov has submitted information on their app. It is an app for phones that would allow the borough to report issues to residents. Residents could also report issues through this forum. The cost would be \$2500-3000 annually. The county does offer a similar service for free but residents must sign up for it and very few have.

LTRG

Holly Zengerle gave an update on the Long Term Recovery Group meeting. She noted that there is still a large amount of funds from the donations after the flood for Westfield. There was discussion on stream work getting done in Knoxville but none in Westfield to date.

The meeting adjourned at 8:22 p.m.

Lori Nelson
Secretary/Treasurer