

REGULAR COUNCIL MEETING OF THE WESTFIELD BOROUGH COUNCIL
September 10, 2019
Westfield Municipal Building

COUNCIL PRESENT: James Davis, Gail Bollinger, Denis Landry, Roger McCullen, Shaunta Vahey, Roxann Weidman

OTHERS PRESENT: James Streeter, David Nudd, Mayor Beth Rowland, Shawn Downey (LDG), Sgt. Andrew Adams, Lori Nelson

The meeting was called to order at 7:00 p.m. by council president James Davis. The Pledge of Allegiance was given. A roll call of members found all to be present. The visitors were addressed.

Visitors

Mr. Streeter apologized to Mr. Landry about the secrecy with the PennVEST documents. He noted Mr. Landry “plowed through” and found the rule set by PennVEST.

- Larson Design Group

Shawn Downey was present representing Larson Design Group (LDG). He had a memo from LDG concerning current projects. Mr. Rehab completed the CCTV in August; a report was given to the borough. LDG will evaluate the report and enter it into the asset management plan. There were some lines they were not able to complete but a large portion was televised. Westfield Township’s was also completed. He noted some funds that could be used for future projects.

PA DOT notified LDG that the Route 349 project let date has been pushed back to October 2021 from July 2020. LDG will not proceed on this project until finalized drawings are received from PA DOT.

Bids were opened for the sewer plant upgrade project at 4 p.m. The bids were higher than anticipated. Lobar Inc. is the apparent low bids. The bids were:

Contract 1:

- | | |
|------------------------------|-------------|
| 1. Lobar, Inc. | \$6,650,850 |
| 2. Streeter Associates, Inc. | \$8,994,000 |

Contract 2:

No bids received

Contract 2, electrical, will have to be rebid. The estimates were compared to the project budget. There was discussion on additional funding options. Mr. Downey did get information from PennVEST about additional funding. They most likely would provide it, but would need to know within two weeks to approve it for the October board meeting. Otherwise the next board meeting is January 2020. Milestone dates were reviewed. This will be discussed at the next meeting.

User rate increases were discussed.

Some funding options included re-applying for PennVEST funds, looking for other grant sources, requesting additional funding from PennVEST under current award (this would be additional loan).

There was discussion on the Consent Order and Agreement. DEP had agreed to extend the time line of the project and requested an amendment to the COA for the new time line. Mr. Downey felt it might be better to contact DEP for options on the amendment time line. It was suggested to suspend the meeting and reconvene to address the DEP COA Amendment.

Whether to hold the low bid or rebid was discussed.

Executive Session

An executive session was called at 7:34 p.m.

The meeting reconvened at 7:50 p.m.

Mayor/Chief Report

The monthly police report was submitted.

Mayor Rowland announced the Historical Society will not be holding the Christmas celebration this year due to lack of volunteers, this includes the parade, cookies with Santa and decorating contest. She was hoping that if enough people are aware another organization may take it over.

Minutes

Motion was made by Gail Bollinger, seconded by Denis Landry, to approve the minutes of the August 13, 2019 meeting as presented. Those in favor were Bollinger, Davis, James, Landry, Vahey, McCullen, and Weidman. The motion carried.

Financial Report

Motion was made by Denis Landry, seconded by Gail Bollinger, to accept the financial report. Those in favor were Bollinger, Davis, James, Landry, McCullen, Vahey and Weidman. The motion carried.

PA DUI Conference

Tabled from the last meeting, Mrs. Bollinger noted that Chief Niles would like to attend the DUI Conference and would be willing to use his vacation. There was discussion on the conference, continuing education credits for DRE certification and other issues.

Motion was made by Gail Bollinger, seconded by Shaunta Vahey, to allow Chief Dale Niles to attend the DUI Conference October 22 – 25, 2019. Those in favor were Bollinger, Vahey and Weidman. Voting no were Davis, James, Landry and McCullen. The motion failed.

Mrs. Bollinger reported that Chief Niles is willing to use his \$500 clothing allowance to help pay for the cost of the conference.

Motion was made by Gail Bollinger, seconded by Shaunta Vahey, to allow Chief Dale Niles to use his \$500 uniform allowance toward the DUI Conference. Those in favor were Bollinger, Davis, James, McCullen, Vahey and Weidman. Mr. Landry voted no. The motion carried.

There was discussion on the DRE Certification.

Road Posting & Bonding Training

Jim Davis reported the Upper Pine Creek COG is sponsoring a Road Posting & Bonding training in Gaines on October 8, 2019 at no cost to the municipality. Lunch will be provided.

Motion was made by Roxann Weidman, seconded by Shaunta Vahey, to allow the secretaries and any council members to attend the Upper Pine Creek COG Road Posting & Bonding training in Gaines on October 8, 2019. Those in favor were Davis, Bollinger, James, Landry, McCullen, Vahey and Weidman. The motion carried.

Secretary Training

Motion was made to approve Lori Nelson to attend a Secretary Workshop on September 12, 2019 in Wellsboro if she is able by Denis Landry, seconded by Faun James. Those in favor were Davis, Bollinger, James, Landry, McCullen, Vahey and Weidman. The motion carried.

DEP Connects

A DEP Connects session will be held in Mansfield on September 23. No cost.

TCAB

The next Tioga County Association of Boroughs meeting will be September 25 in Knoxville. RSVP's are due September 18. Westfield will host the October meeting. A presentation on Carl Cox's tenure as PSAB president will be given; the video focuses on Knoxville.

PSAB Fall Conference

James Davis explained that the TCAB pays for someone to attend a PSAB Conference each year; Lori Nelson was chosen this year. He asked for approval for her to attend the fall conference October 11 – 13 if she is able.

Motion was made by Shaunta Vahey, seconded by Faun James, to allow Lori Nelson to attend the PSAB Fall Conference if she is able, expenses to be paid by the Tioga County Association of Boroughs. Those in favor were Davis, Bollinger, James, Landry, McCullen, Vahey and Weidman. The motion carried.

Homecoming Parade

The Homecoming Parade is scheduled for October 4, 2019 at 5 p.m.

Motion was made by Denis Landry, seconded by Faun James, to approve the CVHS Homecoming Parade to be held October 4, 2019 at 5:00 p.m. Those in favor were Bollinger, Davis, James, Landry, McCullen, Vahey and Weidman. The motion carried.

Discussion on the parade route was held.

Second Chance Request

A request was received from Second Chance Animal Sanctuary to hold a microchip clinic in the municipal building. They are requesting the room and advertising. They will be required to clean the room.

Motion was made by Denis Landry, seconded by Faun James, to allow the use of the community room for a microchip clinic sponsored by Second Chance Animal Sanctuary. Those in favor were Davis, Bollinger, James, Landry, McCullen, Vahey and Weidman. The motion carried.

Administrative Committee

The PMRS Ordinance was approved for advertisement at the last meeting and has been duly advertised. There are amendments to the agreement to update wording.

Motion was made to adopt Ordinance No. 335, an ordinance amending its police pension plan administered by Pennsylvania Municipal Retirement System, with amendments by Gail Bollinger, seconded by Roxann Weidman. Those in favor were Bollinger, Davis, James, Landry, McCullen, Vahey and Weidman. The motion carried.

Jim Davis noted he would like to have a preliminary budget for the October meeting.

Streets, Sidewalks, Buildings Committee

A letter was received concerning the condition of catch basins on High Street. The committee asked to have Dave Nudd check this.

New sluice pipe has been installed on Stone Quarry Road. Faun James reported the residents are happy that it is fixed.

Utilities Committee

A complaint was received about a resident in town without sewer connection. It was reported they are dumping outside. This issue was discussed.

Planning Committee

Denis Landry reported that Erb Inspections has been in town doing inspections, but the borough has not been notified of any buildings that have been condemned. Erb Inspections will be consulted and possibly a letter sent on the issue.

There was more discussion on sanitary conditions of a residence or camper in the borough without water and sewer. The committee will review this; possibly it is addressed in a new ordinance. The solicitor will be consulted.

Motion was made by Gail Bollinger, seconded by Denis Landry to recess the meeting until Tuesday, September 17, 2019 at 1:00 p.m. Those in favor were Bollinger, Davis, James, Landry, McCullen, Vahey and Weidman. The motion carried.

The meeting recessed at 8:25 p.m.

RECESSED REGULAR COUNCIL MEETING OF SEPTEMBER 10, 2019
September 17, 2019
Westfield Municipal Building

COUNCIL PRESENT: Gail Bollinger, James Davis (via telephone), Faun James, Denis Landry, Roger McCullen, Shaunta Vahey

COUNCIL ABSENT: Roxann Weidman

OTHERS PRESENT: James Streeter, Shawn Downey, Lori Nelson, David Nudd

The meeting was reconvened at 1:00 p.m. by council vice-president Gail Bollinger.

A memo was provided by Shawn Downey of Larson Design Group (LDG) regarding the sewer upgrade project.

Mr. Downey gave a recap of the bid results and budgeted amounts. There was discussion on PennVEST funding. Due to the lack of bids on Contract 2, the additional funding request cannot be made at the October board meeting. This puts the project in the time frame of the January board meeting. Additional funding would be in the form of loan.

There was discussion on other possible funding sources in addition to the request to PennVEST. Mr. Downey recommends contacting legislators for assistance with additional funding sources.

LDG suggested several items that could be eliminated or changed to reduce costs. The list was reviewed at length by council and LDG.

There was discussion on the Letter of Prejudice, DEP's concerns, the Consent Order and Amendment. Jim Davis will call DEP after the meeting with the proposed course of action.

Shawn Downey explained the option of headworks procurement, which is to bid the headworks separately to help with scheduling and the risk to the contractor.

Bids

Mr. Downey recommends not taking action on the current bid. It will be confirmed with the solicitor and bond counsel if the project can be rebid while holding the current bid.

Mr. Downey noted that at times it is possible to negotiate with the low bidder. There was discussion on doing change orders for some of the cost reduction items.

The revised schedule was discussed.

Some decisions that need to be made: whether to bid the headworks equipment, whether to incorporate the cost reducing items, and whether to accept the bid or re-bid. Council will review these items for the September 24 meeting.

Motion was made by James Davis, seconded by Shaunta Vahey, to separately bid the headworks equipment. Those in favor were Bollinger, Davis, James, Landry, McCullen and Vahey. The motion carried.

Roger McCullen moved to cut all of the recommended items for reducing costs except the utility water system which will be evaluated, seconded by Faun James. Those in favor were Bollinger, Davis, James, Landry, McCullen and Vahey. The motion carried,

During discussion of the motion, the utility water system was addressed. LDG will provide estimates on how much water will be used in the new system and the cost of using it. Possibly incorporating this item as a bid alternative, but this may require extensive changes to the plans.

Increased engineering fees were discussed.

Council will wait on feedback from the solicitor and DEP before deciding in the rebid.

There was discussion on the possibility of revising Amendment #2 of the Consent Order before adoption.

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

The meeting adjourned at 2:30 p.m.

Lori Nelson
Secretary/Treasurer