

REGULAR MEETING OF THE WESTFIELD BOROUGH COUNCIL
September 8, 2020
Westfield Municipal Building

COUNCIL PRESENT: Gail Bollinger, Denis Landry, Roger McCullen, Edward Rodarmel, Leland Pond, Roxann Weidman, Shaunta Vahey

OTHERS PRESENT: Shawn Downey (LDG), Josh Magnotta, James Streeter, Lori Nelson

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

Shawn Downey

Shawn Downey gave an update on the projects. The Buried Asset Management Plan has been completed. Three projects have been identified; Mr. Downey explained them and the funding proposed for each. Project #1 is estimated at \$200,000 and was proposed to be funded by CDBG funds. Lori Nelson reported that the application period for the 3-year CDBG program is open with applications due September 11. An application will be submitted for Project #1.

A letter to DEP requesting an updated Amendment #2 to the COA has been drafted. It has been submitted to the solicitor for review. The electric pole has been moved and Lobar has started work. Solicitor Lantz suggested meeting with Lobar to discuss the delay and time line. There was further discussion on the time extension. A meeting will be set up with the solicitor, engineer, contractor and utilities committee.

Westfield Borough was not awarded an H2O grant.

- Project Updates

TRA Electric Change Order. The contract allowance for the moving of the electric service was \$12,000. Penelec's fees for the electrical service upgrade were \$23,666.85. The cost difference plus the contractor's markup is \$12,250.19. A change order for this increase is required.

Denis Landry questioned if the costs would fall to the borough whenever they are more than anticipated. Shawn Downey explained the utility fee was an "allowance" in the contract and this is covered directly by the borough.

Motion was made by Denis Landry, seconded by Roger McCullen, to approve Change Order #1 for Tra Electric in the amount of \$12,250.19 as the cost difference of the utility service work billed by Penelec and the contracted allowance. Those in favor were Bollinger, Landry, McCullen, Pond, Rodarmel, Weidman, and Vahey. The motion carried.

Phase 2 Notice to Proceed was to be issued after the H2O Grant Awards were announced. They have been announced, so the Notice to Proceed with Phase 2 can be executed.

Motion was made by Shaunta Vahey, seconded by Denis Landry, to execute the Notice to Proceed for Phase 2 of Contract I and Contract 2. Those in favor were Bollinger, Landry, Pond, McCullen, Rodarmel, Weidman and Vahey. The motion carried.

Payment Requests. Shawn Downey explained that Elcon was to bill 90% when the headworks had been delivered; 10% is a contingency. So far 75% of the equipment has been delivered so a payment request has been submitted by Elcon for 90% of the 75%. Payment requests have also been submitted by Lobar and Tra Electric. Larson Design Group recommends approving these payment requests.

Motion was made by Ed Rodarmel, seconded by Shaunta Vahey, to approve Payment No. 1 for Lobar in the amount of \$214,064.95, Payment No. 1 for Tra Electric in the amount of \$38,070.30, and Payment No. 1 for Elcon in the amount of \$99,022.50. Those in favor were Bollinger, Landry, McCullen, Pond, Rodarmel, Weidman and Vahey. The motion carried.

There was a discussion on compaction testing and whose responsibility it is. It is the responsibility of the owner.

Mayor/Chief Report

Neither the mayor nor the police chief were present.

Gail Bollinger reported there is a question on how to hold Halloween. The COVID task force is waiting for a recommendation from the CDC.

Minutes

Motion was made by Roxann Weidman, seconded by Roger McCullen, to approve the minutes of the August 11, 2020 meeting as presented. Those in favor were Bollinger, Landry, McCullen, Pond, Rodarmel, Weidman and Vahey. The motion carried.

Financial Report

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

Executive Session

An executive session for personnel issues was called at 7:40 p.m.
The meeting reconvened at 7:50 p.m.

Old Business

- GPS Unit

Ed Rodarmel made a motion, seconded by Shaunta Vahey, to rescind the prior motion to purchase a tracking device for the police vehicle due to the duplicity in function as this function is already provided by Tioga County. Those in favor were Bollinger, Pond, Rodarmel, Vahey and Weidman. Those voting no were Landry and McCullen. The motion carried.

Motion was made by Ed Rodarmel, seconded by Roxann Weidman, to purchase a duty phone to be carried by the on-duty officer to be used for police related issues only. Those in favor were Bollinger, Pond, Rodarmel, Vahey and Weidman. Landry and McCullen voted no. The motion carried.

Mr. Rodarmel explained that the phone will take care of the following concerns: communication, residents contact for non-emergency calls, tracking an officer when out of the vehicle if assistance is needed. There would be an expectation for officers to answer calls. Lori Nelson reported that Chief Niles would like to see the phone left in the vehicle. Mr. Rodarmel felt that was up to council, and it should be charging in the office when not in use.

MMO

The minimum municipal obligation for the police and non-uniform pension plans has been submitted.

Motion was made by Shaunta Vahey, seconded by Ed Rodarmel, to accept the 2021 minimum municipal obligation worksheets for the police and non-uniform pension plans. Those in favor were Bollinger, Landry, McCullen, Pond, Rodarmel, Vahey and Weidman. The motion carried.

Committee

- Personnel committee will hold an executive session after the meeting to discuss negotiations.
- Planning Committee.

Shaunta Vahey reported on the issue with a Main Street building. She contacted Rep. Owlett's office for advice and options. Mrs. Vahey noted the committee needs to come up with a procedure for the next steps after violation letters are sent. She stressed the borough does not have the funds to demolish or rehabilitate these buildings. The committee will meet and recommend a procedure going forward.

Ms. Weidman asked if the building in question should be tagged or marked. Council wished to have Erb Inspections look at the building again. Whether the borough has liability for the building was discussed. James Streeter asked when the borough could legally repair the items mentioned in the letter from Erb Inspections.

- Streets, Sidewalks, Buildings Committee.

Roger McCullen reported the street work is finished and noted it looks like a good job. There was overage on Stone Quarry Road, approximately \$6,000, due to the ruts and not milling in some of these areas.

Motion was made by Roger McCullen, seconded by Ed Rodarmel, to accept the 2020 street work and to pay Big Rock Paving. Those in favor were Bollinger, Landry, McCullen, Pond, Rodarmel, Vahey and Weidman. The motion carried.

Road bonding fees need to be set. Roger McCullen reported that the township charges \$75 per permit for administrative fees, and \$40 for the first mile of inspection and \$25 per mile after the first. The committee recommends setting fees the same as Westfield Township.

Motion was made by Roger McCullen, seconded by Denis Landry, to set road posting and bonding fees as outlined and to adopt Resolution No. 2020-321 setting these fees. Those in favor were Bollinger, Landry, McCullen, Pond, Rodarmel, Vahey and Weidman. The motion carried.

RESOLUTION NO. 2020-321
A RESOLUTION FOR A SCHEDULE OF FEES
TO BE UTILIZED IN THE ADMINISTRATION OF THE
MOTOR VEHICLE WEIGHT AND SIZE LIMITATIONS AND
BONDING ORDINANCE OF WESTFIELD BOROUGH

WHEREAS, Westfield Borough (“Borough”) incurs certain expenses in carrying out the administration of its Motor Vehicle Weight and Size Limitations and Bonding Ordinance; and

WHEREAS, Westfield Borough desires to recover a reasonable portion of these expenses from the applicant;

NOW, THEREFORE BE IT RESOLVED that the following schedule of fees shall be utilized in the administration of the Westfield Borough Motor Vehicle Weight and Size Limitations and Bonding Ordinance. No permit shall be issued until such fees have been paid to the Borough by the applicant. All such fees are nonrefundable.

SCHEDULE OF FEES

Permits to operate vehicles in excess of Ten (10) Tons on restricted weight borough roads.

1. Initial Inspection Fee – The fee for Borough to inspect the Borough roads prior to any hauling will be \$40.00 for the first mile and \$25 per each additional mile prorated per tenth of a mile.
2. Administrative Fee – The fee for Borough Secretary or other authorized party to complete all paperwork necessary to issue a permit to operation vehicles in excess of Ten (10) Tons on restricted weight borough roads will be \$75.00 per permit.
3. Interim Inspection Fee – The fee for Borough to inspect the borough roads prior to any signification hauling hiatus by the permittee will be \$25.00 per each additional mile prorated per tenth of a mile.
4. Post-use Inspection Fee – The fee for Borough to inspect the borough roads once all hauling has been concluded will be \$40.00 for the first mile and \$25.00 per each additional mile prorated per tenth of a mile.
5. Third Party Consultation Fees – In the event that the Borough Council determines that a third party consultation is necessary to determine the extent of damage caused by excessive hauling the permittee is responsible for all costs associated with said consultation.
6. Road Video Inspection Fees – The fee for videoing any road is \$25.00 per road.

Joe Pond noted that the residents of Stone Quarry Road have stopped to tell him they are very happy with the street.

- Utilities Committee.

Denis Landry reported that the generator at the sewer plant will not work with the new electric. It will cost \$1000-1500 to set it up temporarily. Roger and Denis will meet with Don at the sewer plant about this.

Training

Dave Nudd and Don Wescott have requested to take an on line F/M Ratio class. Doug Jackson had registered for a certification training class and test. This was cancelled due to the pandemic and will now be held online every other Friday.

Motion was made by Denis Landry, seconded by Roger McCullen, to approve the Food/Microorganism Ratio online class for David Nudd and Donald Wescott and an online certification training for Doug Jackson. Those in favor were Bollinger, Landry, McCullen, Rodarmel, Vahey and Weidman. The motion carried.

Visitors

The visitors were addressed and did not have anything.

Executive Session

An executive session for legal and personnel issues (negotiations) will be held following adjournment of the meeting.

Motion was made by Denis Landry, seconded by Roxann Weidman, to adjourn the meeting.

The meeting adjourned at 8:23 p.m.

Lori Nelson
Secretary/Treasurer