

Borough of West Mayfield
Community Room, 4609 W. 8th Ave, Beaver Falls, PA 15010

Council Work Session Meeting April 1, 2026 | 6pm

Call to order, Pledge of Allegiance, Roll call
Review & approval of current agenda
Citizens comments on agenda items

Municipal Reports & Discussions:

Office of Mayor

Events/Activites

1. Status: Planning for veterans banners
2. Status: Clean Up Day in the Borough

Office of Tax Collector

Administrative

1. Status: Oath of Office, filling with Clerk of Courts & BST
2. Status: Bonding, filing with Clerk of Courts & BST

Taxation

1. Status of WMVFD property tax exemption

Council

Budget & Finances

Oversight: Justin Wichryk

Financial Controls

1. Status: Transition to Quickbooks
2. MFRs & system reports available for meetings
3. Pending: [Resolution Adopting the Borough of West Mayfield Municipal Fraud Risk Management Policy](#) (see draft [Fraud Risk Management Policy](#))
4. Pending: [Resolution Establishing Council's Procedure For Financial Auditing Reporting and Review](#)

Contracts/Agreements

1. Council's request to increase Comcast Cable TV Franchise Fee
2. Status of effort to withdraw the Borough from the 2010 JEMS Agreement

3. Management of Municipal Service Contracts/Agreements
Community & Economic Development

1. Status: West Mayfield Business Roundtable

Budget/Municipal Funds

1. Corrective Action Plan: Water & Sewer Enterprise Fund Solvency

Culture & Recreation

Oversight: Jason Stoyanoff

Ad Hoc Renovation Committee

1. Status: Room painting
2. Request for resources

Community Park Rules & Regulations

1. Pending: [Motion directing the Borough Solicitor to draft an ordinance establishing community park rules and regulations, to be presented to Council for review by May 1, 2026](#)

Community Park Shelter Concession

1. Status: [Tabled motion to approve 2026 revisions to Park Shelter Rental Terms and Kitchen Rental Rules. More time needed to review the documents](#)
2. Status: Preparation for 2026 park shelter rental season

Events/Activities

1. Status: 2026 schedule of events/activities
2. Request for resources
3. Event planning
 - a. First aid preparedness at events (eg, first aid kit, notice to QRS or EMS)
 - b. Volunteer list (for insurance purposes)
4. Status: Veterans Banners

WMYB Concession

1. Status: WMYB's interest in putting storage shed in the park

General Administration

Oversight: Kevin Farkas

Administrative Reporting (status)

1. January 31: State UC Report (Due 4th Quarter previous year)
2. January 31: List of municipal officials to DCED

3. February 2, 2026: W2s sent to employees, completed
4. March 15: List of municipal officials to BC Bureau of Elections, completed
5. March 31: Annual Report to Aqua: Expenditures of Restricted Monies
6. April 15: Unconventional Gas Well Fund Usage Report
7. April 30: State UC Report (for Q1)
8. April 30: Post Audit Concise Financial Statement (public notice)

Human Resources

1. Status: Bonding for Municipal Officials
2. Status: PW employee review and signed Employee Handbook (Rev. November 9, 2023)
3. Status: Onboarding/offboarding process

Operations

1. Pending: [Motion authorizing a work phone for the Borough Secretary-Treasurer](#)
2. Status: Municipal Online Payment System (BST has authorization as per Council resolution)

Municipal Recordkeeping

1. Status: Back catalog of meeting minutes
2. Need to keep and preserve all municipal records (eg, documents, texts, emails, etc.) for administrative, government, and legal purposes

[Government](#)

Oversight: Kevin Farkas

Outreach

1. Status: Letter to White Township Supervisors (re: SSO)
2. West Mayfield Local Government brochure (Kathy Brewer recommendation)

Ethics

1. Statements of Financial Interests

Municipal Records

1. Pending: [Resolution Requiring Written Monthly Public Safety Professional Reports from the Code Enforcement Officer, Emergency Management Coordinator, Fire Chief, Planning/Zoning Officer, and Police Chief](#)
 - a. Reports to be kept in accordance with the Municipal Records Act

[Public Safety](#)

Oversight: Bob Kaib, Sue Wood

Code Enforcement - CEO Bob Tate

1. Status: Rental Property Licensing program
2. Status: Training for Assistant CEO Bob Kaib for rental inspections
3. Enforcement Issues:
 - a. Obstructed motorists' sightlines
 - b. Unpermitted soliciting (move toward prosecution)
4. Code Enforcement/Zoning PEOP (What support is needed from council, municipal comms?)

Emergency Management - EMC Eli Kosanovich

1. Status: Emergency Management Asset Inventory
2. Status: SSO Action Plan (from March 11, 2026 incident)
 - a. Hazard warning signs
 - b. SSO Hazard Plan for EOP
 - c. Outreach to White Township Board of Supervisors (ref. Council)
3. EM PEOP (What support is needed from council, municipal comms?)

Fire - Fire Chief Mark Stowe

1. Status: 2024 FSRC [Recommendations to Council](#)
2. Fire PEOP: Partnership with BFFD re: Community smoke alarm program (ref. Sue Wood)

Planning/Zoning - Zoning Officer Tina Lampus

1. Sign Permit: Powerwash Mobile Cleaning (see proposal specs: [documents & image](#))

Police - Police Chief David Johnson

1. Privacy concerns: public posting of police blotter (legal/permissible redactions of information)
2. Police PEOP (What support is needed from Council?)

[Public Works](#)

Oversight: Bob Tate, John McAdoo

Public Works Reporting (status, ref. John McAdoo)

1. Report due January 31: DEP Corrective Action Report (past due)
2. Report due April 1: Annual Manhole Inspections (Bill Heaton's schedule)
3. Report due April 1: Biannual Outfall Inspection & Report (Bill Heaton's schedule)

4. Report due May 1: 2026 Spring Road Survey (to support goal of road paving RFQ by end of May)

Public Works PEOP (What support is needed from council, municipal comms?)

PennDOT Agility Program

1. Pending: [Motion directing Public Works & Budget & Finance to begin the process of participation in the PennDOT Agility Program so that a resolution approving an Agility Program Agreement can be approved in May 2026](#)

Buildings & Grounds

1. Status: Emergency power system for municipal complex (ref. Bob Kaib, Brian McNeely)
2. Status: Credential and access change for security camera system at municipal complex (ref. Kevin Farkas)
3. Status: Borough request to WMVFD to vacate the W. 8th Ave Municipal Parking Lot

Equipment

1. Status: [Tabled motion to purchase pressure washer: 3 options required](#)
2. Status: Pipe camera needs (trailer, generator, etc.) - Council needs proposal for appropriations
3. Status: Other Equipment Requests (asphalt hotbox, screening bucket, material screener) - Council needs a proposal for appropriations

Sanitation & Refuse

1. Status: PW support for 2026 Clean Up Day in the Borough (April 25): Action plan in partnership with Mayor, C&R committee
2. Status: Yardwaste Center (open and ready for the public?)

Sewers

1. Matilda St. long road sag following above sanitary sewer line @MH 178.
2. Status: Action plan for sewer pipe camera this year. PW Chairs should work with Brian to create a plan.

Streets

1. Status: Roadside drainage issues (43rd St, elsewhere): Action plan: Clearing stormwater pathways to drains (also MS4 issue)
2. Status: 2026 Spring Road Survey: We need to conduct a survey to prepare a maintenance/repair plan, including publishing RFBs which must be done NLT

May (as per Council resolution). The survey has been scheduled for April 1, 2026 and added to the Municipal Planner.

Good and Welfare Announcements

Adjournment