

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

Council Work Session Meeting

May 6, 2026 | 6pm

Call to order, Pledge of Allegiance, Roll call

Review & approval of current agenda

Citizens comments on agenda items

Reports & Discussions

Office of Mayor

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

Office of Tax Collector

1. Discussion: PEOP (re: tax awareness & literacy)

Council

Budget & Finances - Oversight: Justin Wichryk

Program: Municipal Budget

1. Discussion: Fee Increase for Municipal No Lien Letters
2. Discussion: Fee Increase for Sign Permits

Program: Community Economic Development

1. Status: West Mayfield Business Roundtable

Program: Contracts & Agreements

1. Status: Proposal to Eastvale Borough (re: division of JEMS assets) - Executive Session

Program: Financial Records & Reporting

1. Status: Quickbooks & Financial Reporting (MFRs)
2. Status: Assistant Treasurer position

Program: Municipal Funds Management

1. Status: PLGIT Investment Fund set up and performance
2. Status: Water & Sewage Enterprise Fund Task Force

Culture & Recreation - Oversight: Jason Stoyanoff

Program: Community Center

1. Status: Community Room Renovation (painting, tables/chairs)

Program: C/R Funding & Support

1. Project: Grants & Funding Opportunities for Community Park

Program: C/R Programing (Activities, Events, Programs)

1. Status: Community Park Rules & Regulations
2. Discussion: Community Park Memorials (regulations, MOUs)
3. Status: Event Checklist (eg, volunteer list, first aid preparedness, etc.)
4. Status: Veterans Banners - Installation ~May 1

General Administration - Oversight: Kevin Farkas

Program: Administrative Operations

1. Status: BST Workphone (motion tabled, more information needed)
2. Status: Information to Create Road Paving RFBs
3. Status: General Administration Asset Inventory
 - a. Printer(s)
 - b. Computer(s)
 - c. Office furniture
4. Discussion: digital projector acquisition

Program: Administrative Record Keeping

1. FYI: Copies of all reports needed for Municipal Records Archive
2. Status of the following:
 - a. Backlog of Meeting Minutes
 - b. January 31:DCED Report - List of Elected Officials
 - c. January 31: State UC Report (Due 4th Quarter previous year)
 - d. March 31: Annual Report to Aqua: Expenditures of Restricted Monies
 - e. April 15: Unconventional Gas Well Fund Usage Report
 - f. April 30: State UC Report (for Q1)
 - g. April 30: Post Audit Concise Financial Statement

Program: Administrative Communications

1. Status: Letter to Lou Little/WMVF (re: clearing parking lot), receipt confirmation
2. FYI - Posting for Assistant Treasurer position

Program: Human Resources

1. Status: Public Officials Fidelity Bonding
2. Status: HR tasks (eg, PW Handbook signoff, inboard/outboard SOP)
3. Status: Payroll Policy/Procedure for Tax Collector
4. FYI: Need to amend Res 2026-02-11-03 2026 Municipal Appointments and Authorizations to change job title

Governance - Oversight: Kevin Farkas

Program: Legal & Litigation

1. FYI: PUC Bureau of Investigation & Enforcement

Program: Legislation (Ordinances, Resolutions, & Regulations)

1. Legislation: Need to amend Res 2026-02-11-03 2026 Municipal Appointments and Authorizations to change job title

Program: Municipal Communications

1. Status: Letter to White Township Supervisors (re: SSO)
2. Status: Letter to Big Beaver Council President (re: Norwood Dr. boundary)
3. Status: Borough Brochure
4. FYI: PEOP Press Releases
 - a. "Borough of West Mayfield Seeks Assistant Treasurer"
 - b. "Borough of West Mayfield Improves Management of Municipal Records"

Program: Municipal Records

1. Status: Municipal Records Maser Archive
2. FYI: Copies of all reports needed for Municipal Records Archive
3. FYI: Resources needed: Municipal Cloud Storage, Hard Drive

Program: Municipal Strategic & Comprehensive Planning

1. Status: STMPP analysis & recommendations
2. FYI: Outreach to DCED/George Newsom (re: next steps)

Program: Professional Development & Training

1. FYI: PSAB online training schedule
2. FYI: May 7, 2026 - Webinar - Legal Aspects of Code Enforcement

Public Safety - Oversight: Bob Kaib, Sue Wood

Public Safety Administration

1. Status: Professional Reporting System

Program: Code Enforcement

1. Review: Monthly Written Professional Report April 2026
2. Status: Citizen Complaints
 - a. 2026-03-19: Wallace
 - b. 2026-05-02: Sudano
 - c. 2026-05-04: Wood
 - d. 2026-05-04: Jamie M
3. Status: Rental Property Licensing program
4. Discussion: Procedures
5. Discussion: Billing
6. Training: Assistant CEO Bob Kaib
7. Training: PSAB Webinar - Legal Aspects of Code Enforcement, May 7, 2026
12:00-1:00 PM

Program: Emergency Management

1. Review: Monthly Written Professional Report for April 2026
2. Status: Approval of 2026 EOP
3. Executive Session: Status: 2026 EOP

Program: Fire Prevention and Protection

1. Review Monthly Written Professional Report for March 2026
2. Status: Community smoke alarm program
3. Discussion: Adopting the International Fire Code
4. Discussion: FSRC Recommendations

Program: Planning/Zoning

1. Review: Monthly Written Professional Report April 2026
2. Discussion: Need to amend Zoning Ordinance
3. Discussion: Sign Permit Fee Structure (by resolution)

Program: Police Protection

1. Review Monthly Written Professional Report for April 2026
2. Discussion: Redacting identifying information from police blotter

Public Works - Oversight: Bob Tate, John McAdoo

Public Works Administration

1. Agility Program: Agreement with PennDot
2. DEP & Other PW Reporting
3. Status: PW Asset Inventory

Program: Buildings & Grounds

1. Status: Emergency Power Generator (re: plan of action for system install)
2. Status: Security Camera System (re: access & credentials)

3. Status: Graffiti in park, cost assessment, PEOP
4. Status: Municipal Parking Lot: Removal of private property
5. Status: Handling of tree(s) cut down in Community Park

Program: Equipment

1. Status: Powerwasher Purchase
2. Status: Trailer Purchase (Pipe Camera)
3. Status: Other Equipment Requests (asphalt hotbox, screening bucket, material screener) - Council needs a proposal for appropriations

Program: Sanitation & Solid Waste

1. Status: PW support for 2026 Clean Up Day in the Borough (May 9)
2. Status: Yardwaste Center (open and ready for the public?)

Program: Sewers

1. MS4 Stormwater System
 - a. Status: 2026 Outfall Survey
 - b. Status: 2026 Stormwater Catch Basin Survey
 - c. Status: 2026 Roadside Stormwater Utility Maintenance

- 2) Sanitary System
 - a) Status: 2026 Sanitary Sewer System Maintenance

Program: Streets

1. Status: 2026 Road Paving (2026 Spring Road Survey, RFBs)
2. Status: Stormwater Drainage Project: W 7th & 43rd St
3. Status: Repairs to Norwood Dr.
4. Status: Stop Sign Compliance Project
5. Discussion: Traffic Safety Issues & Action Plan
 - a. Jean St and 37th St - practical solution?
 - b. Matilda St. and 37th St - practical solution?

Good and Welfare Announcements

Executive Session: An executive session will be held to discuss emergency management preparedness.

Adjournment