

Resolution 2026-02-11-03

The Borough of West Mayfield
Beaver County, Pennsylvania

RESOLUTION OF 2026 MUNICIPAL APPOINTMENTS & AUTHORIZATIONS

WHEREAS, Council for the Borough of West Mayfield declared a vacancy in the Office of Member of Council on January 5, 2026, when write-in candidate Justin Wichryk declined to accept a 4-year term of office for which he was duly elected to on November 4, 2025; and

WHEREAS, Section 901 of the Borough Code provides that Council shall fill the vacancy within thirty (30) days by appointing, by resolution, a registered elector of the Borough to hold the office until the first Monday in January after the first municipal election occurring more than sixty (60) days after the vacancy occurs, at which election an eligible person shall be elected to the office for the remainder of the term; and

WHEREAS, Section 901 of the Borough Code further provides that no person shall be appointed to fill a vacancy in an elected borough office unless the person has resided within the Borough continuously for at least one (1) year immediately prior to the person's appointment.

NOW, THEREFORE, the Council for the Borough of West Mayfield, resolves and approves the following municipal appointments for the year 2026.

RESOLVED AND ORDAINED this 11th Day of February, 2026.

BOROUGH OF WEST MAYFIELD

Attest



Borough Secretary-Treasurer



President of Council

Borough of West Mayfield

2026 Municipal Appointments & Authorizations

Amended by Council May 13, 2026

Position	Name	Term	Compensation	Additional Considerations
Agency Open Records Officer (AORO)	Jenna White	2026	None	
Assistant Treasurer	TBA	2026	\$600	Professional requirements: bonding
Code Enforcement Officer	Robert Tate	2026	\$318 per month, plus expenses	Professional requirements: bonding
Code Enforcement Officer (3rd party)	Bob Kaib	2026	TBD	Professional requirements: bonding Note: \$250 budgeted for bonding
Deputy Tax Collector	Nadine Galbreath	2026	None	Professional requirements: bonding not required unless activated
Emergency Management Coordinator	Eli Kosanovich	2026	\$600	Professional requirements: EMC Certification, Governor Approval
Deputy Emergency Management Coordinator	Bill Heaton	2026	None	Professional requirements:
Deputy Emergency Management Coordinator (IT Support)	Jason Heaton	2026	None	Professional requirements:

Engineer	Widmer Engineering	2026	For services rendered as per service agreement	Professional requirements: State licensed Professional Engineer (PE) 2026 budget: \$6,500
Independent Auditor	Butler, Agnew, & Associates	2026	2025: \$6,290 2026: \$6,480 2027: \$6,675 2028: \$6,875 2029: \$7,080	Professional requirements: CPA, annual appointment by council resolution required by PA Borough Code
Insurance Carrier	HA Thompson	2026	TBD	Professional requirements:
Public Works: Operator (part time)	Jacob Tate	2026	\$18.00/hour	Professional requirements: Callout as needed, After hours PA One Calls
Public Works: Laborer	Gerald Knowlton	2026	\$18.02/hr	Professional requirements:
Public Works: Lead Operator	Brian McNeely	2026	\$27.29/hr	Professional requirements:
Secretary-Treasurer	Jenna White	2026	\$30,000	Professional requirements: bonding Note: \$241 budgeted for bonding
Solicitor	Joseph Budicak, Esq	2026	Retainer: \$375/mtg Billing: \$165/hr	Professional requirements: Licensed attorney
UCC/Commercial Code Enforcement	CodeSys	2026	TBD	Professional requirements: Pa Uniform Construction Code (UCC) certifications
Vacancy Board Chair	Gayle Hironimus	2026	None	Professional requirements:

Website Administrator	Kevin Farkas	2026	\$1,804	Professional requirements:
Zoning Hearing Board	ZHB Member 1 Jack Wood	2026	None	Professional requirements: resident of borough, staggered 3-year terms, members cannot hold any other elected or appointed office in the borough
	ZHB Member 2 Melissa Foster	2026-2027	None	
	ZHB Member 3	2026-2028	None	
Zoning Officer	Tina Lampus	2026	None	Professional requirements:

The Council for the Borough of West Mayfield, resolves and approves the following municipal authorizations for the year 2026:

Type	Accounts	Considerations
Municipal Banking: First National Bank	<ol style="list-style-type: none"> 1. General Fund Account (**79) 2. Liquid Fuel Fund Account (**87) 3. Aqua Fund Account (**54) 4. Water & Sewer Fund Account (**95) 	Authorized access/use: <ol style="list-style-type: none"> 1. Jenna White, BST 2. Kevin Farkas, Council President (check signing)
Municipal Credit Cards: First National Bank VISA	<ol style="list-style-type: none"> 1. Credit Card BST: (**0797) 2. Credit Card PW Chair: (**0805) 3. Credit Card PW Lead Employee: (**0813) 	Authorized access/use: <ol style="list-style-type: none"> 1. Jenna White, BST 2. Bob Tate, PW Chair 3. Brian McNeely, PW Lead Employee
Business Accounts: General Administration	<ol style="list-style-type: none"> 1. Bauman's Office Equipment (office supplies) 2. Beaver County Times (public notices) 	Authorized access/use: <ol style="list-style-type: none"> 1. Jenna White, BST 2. Joe Budicak, Solicitor (public notices)
Business Accounts: Public Works	<ol style="list-style-type: none"> 1. Advance Auto Parts 2. Allied Rubber 3. API 4. Auto Plus 5. Autozone 6. Butler Gas 7. Craig's Hardware 8. D&G Rent-Alls 	Authorized access/use: <ol style="list-style-type: none"> 1. Jenna White, BST 2. Brian McNeely, PW Lead Employee 3. Bob Tate, PW Chair

	<ul style="list-style-type: none"> 9. East Jordon Iron 10. Meiter's Specialty Sales 11. Meyers Tires 12. Municipal Signs 13. National Plumbing 14. Reed Oil Company (diesel fuel) 15. Robinson Pipe Cleaning 16. S&S Processing 17. TruPlumbing 18. Vernon Dale 19. WEX Bank (fuel purchases) 	
Investments & Money Management: Pennsylvania Local Government Investment Trust	<ul style="list-style-type: none"> 1. PLGIT Investment Fund (aka "Sinking Fund") Account (**14) 2. PLGIT Capital Purchase Fund Account (**27) 3. PLGIT Emergency Management Fund (JEMS) (**30) 	<p>Authorized access/use:</p> <ul style="list-style-type: none"> 1. Jenna White, BST 2. Justin Wichryk, B&F Chair 3. EMC Eli Kosanovich (EMF)
Financial Records: Quickbooks	<ul style="list-style-type: none"> 1. Service Account 	<p>Authorized access/use:</p> <ul style="list-style-type: none"> 1. Jenna White, BST 2. TBD, Asst Treasurer 3. Justin Wichryk, B&F Chair
Payroll Service: Automatic Data Processing (ADP)	<ul style="list-style-type: none"> 1. Service Account 	<p>Authorized access/use:</p> <ul style="list-style-type: none"> 1. Jenna White, BST 2. Asst Treasurer (TBD) 3. Justin Wichryk, B&F Chair
Treasury Municipal Funds	<ul style="list-style-type: none"> 1. Debt Service Fund 2. General Long Term Debt Fund 3. General Reserve Operating Fund 4. Highway Aid Fund 5. PLGIT Capital Purchase Fund 6. PLGIT Emergency Management Fund 7. PLGIT Investment Fund 8. Sewer Maintenance Fund 9. Water & Sewage Enterprise Fund 	

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