

# **Borough of West Mayfield Council Regular Business Meeting Minutes**

**Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010**

**January 14, 2026**

Approved by Council: June 10, 2026

The Borough of West Mayfield Council Regular Business Meeting was held at Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010, on January 14, 2026 at 6pm.

## **Call to Order**

The meeting was called to order at 6pm, followed by the Pledge of Allegiance, followed by the Pledge of Allegiance, and announcements by the President. The meeting opened with decorum reminders, notice that the meeting was being recorded, distribution of agenda copies, and confirmation that the agenda had been published 24 hours in advance.

## **Roll Call**

Present: Susan Istvan-Wood, Kevin Farkas, Bob Tate, Justin Wichryk, John McAdoo, Mayor Licia Cogley, and Solicitor Joe Budicak. Excused: Bob Kaib

A physical quorum was present.

## **Opening Business**

The oath of office was administered to John McAdoo.

Council discussed being backlogged on prior minutes and entertained a motion to take up approval of those minutes in February so council would have additional time to review them. The motion proceeded without objection.

The agenda was amended to add a motion regarding the West Mayfield fire department parking lot proposal under New Business.

Council also changed the order of business to hear the Strategic Management Planning Program presentation before officer reports and to allow Jason Heaton to address council before that presentation.

### **Fire Department Parking Lot / Sign Proposal Presentation**

Jason Heaton, speaking for the West Mayfield Volunteer Fire Department presented a proposal for use of the borough parking lot and borough access to the sign for community notices.

The proposal described use of the sign for borough announcements with requested advance notice, fire department responsibility for clearing vehicles after events, no storage of vehicles or trailers except the already approved storage container, cleanup and grounds maintenance by the fire department, and notice to council of dates and times when the parking lot would be needed.

Questions were raised about how often events would occur, insurance, and the fact that details were not yet finalized.

Council stated the proposal would be taken up later under New Business.

### **Strategic Management Planning Program Presentation**

Graduate students from the University of Pittsburgh, with advisors George Dougherty and Dana O'Connor and in conjunction with George Newsome and the Pennsylvania Department of Community and Economic Development, presented the Strategic Management Planning Program Step 3 management audit and review.

The presentation summarized prior financial findings, including revenue and expenditure trends, warning signs in per-capita revenues and expenditures, and projected operating deficits if current conditions continue.

Recommendations in administration and operations included segregation of financial duties, possible outsourcing of bookkeeping or formal QuickBooks training, standardized monthly financial reports with budget-to-actual accounting, written job descriptions and personnel policies, and adoption of financial policies.

Public works recommendations included a road maintenance plan, snow removal plan, sewer improvement plan, park maintenance plan, safety training, equipment replacement planning, and greater intergovernmental cooperation.

Community and economic development recommendations included technical assistance for grants, ordinance codification, code-enforcement support, elected-official training, use of PLGIT, and a future comprehensive plan with zoning updates.

George Newsome explained the implementation process, including adoption of the final plan by motion, project prioritization, and potential future DCED implementation funding.

Council thanked the presenters and was advised that a final report would follow in the coming weeks.

### **Office of Mayor / Tax Collector / Professional Reports**

The Mayor reported no additional business-related items.

Tax Collector Kathy Brewer reminded residents that 2025 borough taxes must be paid by March 31 and that 2026 tax bills would be issued March 1.

Borough Secretary-Treasurer Jenna White reported fund balances as of December 31, 2025, including the General Fund, Liquid Fuels Fund, PLGIT accounts, Water and Sewer Fund, and Emergency Management Fund, and stated that the financial report was available on the website. Fund balances are listed in the January Monthly Financial Report.

An update was given on the cell tower matter: a clean title search was conducted. An “as-built” survey had been completed, and additional follow-up was expected.

Correspondence reported by the Secretary-Treasurer included a letter of interest from Jason Stoyanoff for the council vacancy, contact from Keystone Municipal Services Consulting regarding zoning/planning/code-enforcement services, a request from Widmer Engineering for reappointment as borough engineer for 2026, notice that the MS-329 paving project had been approved through Liquid Fuels, and notice that the annual police report would be presented in February 2026 because of technical issues related to data migration.

Code enforcement reported one occupancy permit and one excavation permit for the month, noted that landlord agreements were beginning to come in, and discussed enforcement and tracking concerns under the rental-property ordinance.

Emergency management reported that updated council information would be needed, a county hazardous-material plan contained outdated information, and revisions to emergency planning documents were underway.

Fire department representation reported that the annual report would be presented in February because of issues with county CAD data migration.

A zoning matter involving an owner seeking to retain an apartment use was discussed; the issue was described as requiring a variance for a true two-family dwelling in the district.

The solicitor commented that the applicable term in the ordinance was 'two-family dwelling' and confirmed that a variance would be required for that use in the R-1 district.

### **Citizens Comments**

Kathy Brewer, 3628 Matilda St, commented that the council chambers/meeting space was outdated, cluttered, and in need of cleaning, painting, reconfiguration, tables, and chairs, and expressed willingness to help with improvements.

Jason Stoyanoff, 904 Rock Ave., stated that he was interested in the council vacancy and, when later speaking in support of his candidacy, said he wanted to become more involved, help residents, contribute ideas on emergency management, maintenance, and communications, and assist with the borough website and information flow.

Bill Heaton, 3612 Knappe St., provided council with a briefcase and materials related to sewer management and floodplain matters and asked about the sewer camera purchase and refuse/e-waste arrangements. Council discussed Waste Management billing, rollout issues, e-waste/hazardous-waste questions, and stated that service would continue while invoicing issues were worked out.

### **Old Business**

The resolution approving the 2025 Emergency Operations Plan was discussed. Council stated that revisions were still being made based on county comments and that additional council-specific planning materials also needed review.

A motion was made to table the Emergency Operations Plan resolution indefinitely/until the matter could be prepared as needed for council, and the matter was tabled without objection.

Council then considered the vacancy in the office of member of council. Jason Stoyanoff was confirmed on the record as having been a resident for 12 months and a registered elector and was invited to speak.

A motion was made and seconded to appoint Jason Stoyanoff to fill the council vacancy for a two-year term until the next municipal election. The motion carried without objection.

Mayor Licia Cogley administered the oath of office to Jason Stoyanoff, who then joined council.

### **New Business**

The resolution covering 2026 municipal appointments and authorizations was reviewed in overview form, including appointments relating to open records officer, the secretary-treasurer, code enforcement, emergency management, engineer, independent auditor, public works consultant, solicitor, commercial code enforcement, vacancy board chair, website administration, zoning, deputy tax collector, and banking institutions.

Because some information was incomplete, including the assistant treasurer position, a motion was made and seconded to table the municipal appointments and authorizations resolution to the February workshop. The motion carried without objection.

The proposed 2026 municipal fees schedule was discussed in light of inflation and borough revenue needs. A motion was made and seconded to table the municipal fees matter to the workshop for further review. The motion carried without objection.

Council considered the resolution awarding the refuse collection contract to Waste Management of Pennsylvania for collection, removal, and disposal of garbage and refuse in the borough from January 1, 2026 through December 31, 2028. A motion was made and seconded, and the resolution passed without objection.

Council considered a resolution reforming council committees by replacing standing committees with broader oversight areas and allowing ad hoc committees. Discussion focused on transparency and whether committee or working meetings should be posted on the municipal website even when not legally required to be advertised under the Sunshine Act.

The council committee reform resolution was passed as amended without objection after discussion of public-notice/website language for committee meetings.

Council discussed a proposed resolution requesting an increase in the cable television franchise fee from 3% to 5%, including Comcast's position that any amendment would require agreement by both parties and the effect of the increase on residents' bills. A motion was made to table the matter until citizen outreach/survey work could be done and comparison information gathered; the matter was tabled.

Council discussed a proposed resolution withdrawing the borough from the 2010 West Mayfield/Eastvale EMA intergovernmental cooperation arrangement, including questions about the missing written agreement, JEMS history, related funds and equipment, and potential legal concerns. The matter was tabled for further review and follow-up, including solicitor review of available documentation.

Council considered and approved without objection the creation of an ad hoc renovation committee to transform council chambers into a multipurpose community room, with the committee to report to the government oversight chair, seek prior council approval for proposals and funding, use the designated budget category, and expire July 1, 2026.

Council then considered renewal of 2026 membership in the Beaver County Regional Council of Governments at a cost of \$477.67. After discussion about accountability and use of the membership, language was added providing that Council President Farkas would serve as the borough representative and make regular reports to council. A motion was then made and seconded, and the membership renewal passed as amended without objection.

The motion regarding the West Mayfield fire department parking lot proposal was tabled to the workshop so the solicitor could review the proposal and additional questions, including insurance and related terms, could be addressed.

### **Payment of Bills**

Council moved into payment of bills and ratification of purchases which passed unanimously.

### **Good and Welfare**

Council discussed the borough Christmas party held at the school, noting lower turnout because of icy roads but stating that the event went well and children received gifts.

Discussion included volunteer help, supplies purchased for the event, extra candy being donated and a suggestion that thank-you notes be addressed at a future work session.

Council also discussed creating a calendar of annual events and taking that topic up at a future work session.

### **Adjournment**

The meeting was adjourned at

**Respectfully submitted,**

**Jenna White**

**Borough Secretary/Treasurer**