

Borough of West Mayfield Council Works Session Meeting Minutes

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

June 3, 2026

Approved by Council: June 10, 2026

Call to Order

- The meeting was called to order at 6:06pm, 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: Kevin Farkas, Sue Wood, Jason Stoyanoff, John McAdoo, Bob Tate, Justin Wichryk, Mayor Licia Cogley.
- A physical quorum was present.

Office of Mayor

- Mayor Licia Cogley reported limited mayoral spending to date, including approximately \$36 for flags placed at the honor roll and memorial area.
- The Mayor reported that neighborhood watch planning had not yet been scheduled and said she hoped to begin meeting with the fire department and Beaver Falls police in July so the program could start in September.
- Council discussed rescheduling the 2026 Community Clean Up Day because of limited availability and weather concerns and tentatively discussed June 13 as a possible date.
- The Mayor raised a visibility concern at the stop sign near West 6th Avenue and 37th Street because of tree growth and also noted resident complaints about the smell and taste of the water.

Citizens Comments on Agenda Items

- Nora Cumberledge-Soos, 102 37th Street Extension, reported maintenance and operating issues at the park shelters, including gravel and debris in the pavilions, chalk and dirt on tables, a garbage can left full, charcoal and damage to a grill, cracked light fixtures, high grass, and a lack of toilet bowl cleaner.
- Ms. Soos stated that a recent shelter renter arrived to find cleanup issues and did not use the kitchen; she suggested that Council consider a partial refund for that rental.

- Council thanked Ms. Soos for her volunteer work and indicated that park-rental procedures, communication, and staffing coverage for openings and closings would be discussed later in the meeting.

Budget and Finances

- Council reviewed the municipal planning calendar, including upcoming reporting deadlines, grant cycles, and other annual obligations intended to support budget and operations tracking.
- Council discussed the need for a year-to-date budget-to-actual report and annual fixed-asset review in July and noted that both items are tied to the Borough's ongoing accounting and QuickBooks-related work.
- Councilmember Sue Wood's business roundtable planning was discussed. The meeting is being planned for July 18, 2026, and letters are to be sent to 27 businesses with RSVP tear-offs and self-addressed stamped envelopes.
- Council discussed an apparent overpayment of a little more than \$300 to the City of Beaver Falls on the combined police and fire invoice and asked that the Borough Secretary follow up on the discrepancy.
- Council discussed the Borough's June contract-review obligation with the Beaver Falls Fire Department and the need to begin its six-month review of the Beaver Falls Police Department agreement before the December 31, 2026 contract expiration.
- Council reviewed two Butler, Agnew & Associates proposals: one estimated at \$3,150 to \$3,675 for 2025 audit-preparation and reconciliation work at \$105 per hour, and another ongoing monthly financial-services proposal estimated at roughly 10 to 12 hours per month at the same rate of \$105 per hour. Council indicated that resolutions would be prepared for consideration at the June 10th business meeting.
- Council discussed the PLGIT reserve-fund sweep process and noted that accurate three-month expense figures are still needed before reserve balances can be moved with confidence.
- Council also discussed the water and sewage enterprise fund, including concerns that sewer revenue may not be keeping pace with costs, and noted that a future rate increase discussion will be necessary as part of budget planning.

Culture and Recreation

- Council discussed the need for updated park rules and regulations, including rules addressing motorized bikes or ATVs, camping, pet waste, and other park-use concerns, before sending a draft to the Solicitor for legal review.

- Council discussed drafting a memorial policy for the community park and other Borough property after referring to a prior motion directing creation of such a policy.
- Council discussed creating an event checklist and volunteer-list process so Borough events have clearer operating procedures and volunteer coverage documentation.
- Council discussed the need to document shelter-rental procedures, including reservations, key access, communication, openings and closings, seasonal setup, and continuity when regular volunteers are unavailable.
- Council discussed community room improvements, including paint, tables, chairs, and related proposals for the community room.
- Council reviewed grant timing for parks and recreation projects and discussed possible future work at the park, including security cameras, accessibility improvements, bathroom improvements, and pickleball-court expansion. The discussion framed these items as future grant-planning work.

General Administration

- Council discussed tax-exempt purchasing procedures and the need to use Borough exemption documentation or approved vendor processes when making municipal purchases.
- Council set an August 15 target for a general-administration asset inventory and discussed the possible use of asset tags to track Borough-owned property.
- Council reviewed the draft January 14, 2026 meeting minutes and discussed using current review comments to improve future AI-assisted minute drafting, including clearer handling of citizen names and addresses and vote disposition.
- Council discussed preparation of the annual AORO report due in July.
- Council received an update that fidelity-bond paperwork was being pursued for Borough positions previously authorized for bonding.
- Council reviewed employee-handbook revisions addressing the Public Works foreman's supervisory authority and the prohibition on earbuds or headphones while operating equipment, and discussed obtaining signed acknowledgements from all PW employees.
- Council discussed onboarding and offboarding procedures and discussed draft job descriptions for several positions, including Secretary-Treasurer, Code Enforcement Officer, Emergency Management Coordinator, and Planning/Zoning Officer.
- Council added personnel matters involving a specific employee or employees to the planned executive session and asked PW Lead Operator Brian McNeely to remain for that portion of the discussion.

Governance

- Council received an update that ongoing legal matters, including the PUC Bureau of Investigation and Enforcement matter and the Eastvale Borough proposal regarding JEMS assets, remained with the Solicitor.
- Council discussed whether the Borough should consider zoning updates or other safeguards related to possible future data-center development and similar high-impact uses.
- Council discussed pursuing adoption of the International Fire Code as a follow-up to prior fire-service review recommendations.
- Council reported that access to the municipal records archive had been restricted after recognizing that some materials required tighter access controls.
- Council received an update that STMP analysis materials were nearing completion and would be reviewed through the STAMP/DCED process before recommendations were shared with the Borough.
- Council noted the June 11 PSAB training on municipal risk blind spots.
- Council reported that the Council vacancy remained unfilled and that efforts to identify applicants had not yet produced a candidate.

Public Safety

- Council discussed use of a trail camera to observe stop-sign compliance and reviewed examples showing frequent rolling stops at Matilda Street and 36th Street.
- Council discussed possible traffic-safety measures, including stop bars, pavement markings, and sign placement adjustments, with the goal of improving compliance and slowing traffic near areas used by children.
- Council asked that monthly code-enforcement and related public-safety reports be provided earlier so they can be discussed during work sessions when needed.
- Code-enforcement discussion included follow-up on nuisance and property-maintenance complaints, rental-property licensing collections, and the need to finalize the Code Enforcement Officer and Planning/Zoning Officer job descriptions before setting compensation.
- Council reviewed the limited written emergency-management monthly report update and discussed the goal of sending the draft Emergency Operations Plan to the Emergency Management Coordinator for review, then to the County EMA for review, with a target of bringing the plan forward for approval in July.
- Council noted that the Fire Department report would be reviewed at the business meeting and reiterated interest in moving toward adoption of the International Fire Code.

- Council acknowledged receipt of the police report and noted the need to begin review of the police-protection agreement before its December 31, 2026 expiration.

Public Works

- Council discussed Japanese knotweed growth in several areas of the Borough and asked for research into possible eradication or control methods because of roadway, drainage, and property impacts.
- Council reviewed the PennDOT Agility Program and discussed preparing the required resolution for the June 10 Business Meeting so the Borough can move forward with the application and later determine which services, if any, it may wish to exchange through the program.
- Council set an August 15 target for a Public Works asset inventory covering major equipment and other Borough-owned items.
- Council reviewed generator proposals for the municipal building and discussed the need for additional quotes and related electrical work before making a decision.
- Council discussed security-camera needs at the municipal complex and park, including the possibility of incorporating camera work into future grant-funded park improvements.
- Council discussed future park-improvement grant planning, including accessibility improvements, restroom improvements, security measures, and pickleball-court expansion, with the expectation that any proposal would need to match grant requirements and engineered drawings.
- Council discussed the lack of formal preventive-maintenance plans for Borough buildings and equipment and the need to begin documenting routine maintenance expectations.
- Council discussed possible future equipment purchases or rentals for in-house road and paving work, including hot-box, paving, screening, and related equipment, and emphasized the need for formal proposals and specifications before any purchase decision.
- Council discussed the annual outfall survey and the need to identify the existing mapping, paperwork, and process so the Borough can complete that MS4-related reporting responsibility.
- Council discussed the Jean Street sanitary-sewer issue, including questions about homeowner versus Borough responsibility at a lateral connection, and noted that the Borough's main had also required cleaning.
- Council discussed the need to charge sewer-cleaning costs to the sewer fund when appropriate.

- Council noted that no 2026 street survey had yet been completed and therefore no formal paving plan was in place.
- Council discussed reports that Big Beaver Borough may pave Norwood Drive and acknowledged uncertainty about whether that work would extend into the Borough's section.
- Council discussed moving forward with the stormwater-drainage project at West 7th Street and 43rd Street, including advance notice to affected residents before work begins.
- Near the close of Public Works, Council returned briefly to resident concerns about odor and taste in the water and commented that clearer notice would be helpful when flushing affects household systems.

Good and Welfare

- No Good and Welfare announcements were recorded before the meeting recessed into executive session.

Executive Session

- Council recessed into executive session at 9:27 p.m. to discuss personnel matters involving a specific employee or officer and stated that no business would be conducted during executive session.
- The meeting returned from executive session at 10:31 p.m.

Adjournment

- After returning from the executive session and stating that all agenda items had been covered, Council President adjourned the work session at 10:32 p.m.

Respectfully submitted,

Jenna White

Secretary-Treasurer