

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

Council Work Session Meeting

June 3, 2026 | 6pm

Call to order, Pledge of Allegiance, Roll call
Announcements: Decorum, Phones, Recording, Copies of agenda
Review & approval of current agenda
Citizens comments on agenda items

Reports & Discussions

Office of Mayor

1. Budget Watch
2. Mayor PEOP - neighborhood watch, soliciting
3. Status: 2026 Community Clean Up Day

Office of Tax Collector

1. Budget Watch
2. RETC PEOP - tax awareness

Council

Budget & Finances

Oversight: Justin Wichryk

Program: **Operations/Administrative**

1. Budget Watch

Program: **Municipal Budget**

1. July - YTD Budget to Actuals Reporting (2026)
2. July - Annual Review: Fixed Assets List (2026)

Program: **Community Economic Development**

1. West Mayfield Business Roundtable

Program: **Contracts & Agreements**

1. Overpayment to City of Beaver Falls for 2026 Q1 Police/Fire contract payment
2. June - Contract/service review w/ BFFD (as per Agreement)
3. July - Contract Review: 6 month end of contract review: Beaver Falls Police Dept Agreement

Program: **Financial Management, Records & Reporting**

1. July - Report Due: Annual Fraud Risk Assessment (2026)
2. Contracted Financial Services w/ Butler, Agnew, & Associates (2 proposals)

Program: **Municipal Funds Management**

1. PLGIT Investment Fund: Set up and performance
2. Water & Sewage Enterprise Fund: Task Force (Increase in Sewage Rates, Fund Policy)

Culture & Recreation

Oversight: Jason Stoyanoff

Program: **Operations/Administrative**

1. Budget Watch

Program: **Community Center**

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

Program: **Grant Funding & Support**

1. Grants & Funding Opportunities for Community Park

Program: **Programing (Activities, Events, Programs)**

1. List of Community Park Rules & Regulations (needs legal review)
2. Policy for Community Park Memorials (as per motion directing the creation of a policy addressing "in memoriam" tributes in the Community Park and elsewhere on municipal property)
3. Event Checklist (eg, volunteer list, first aid preparedness, etc.)
4. Need for operating procedures: Park Shelter Rental Concession - Protocols for beginning/end of season, reservations, preparation for daily rentals, financial reporting, etc.

General Administration

Oversight: Kevin Farkas

Program: **Operations/Administrative**

1. Budget Watch
2. Use of Tax Exempt status for municipal purchases
3. BST Workphone (motion tabled)
4. Online Municipal Payment System (authorized by resolution April 10, 2025)
5. Aug 15: Annual General Administration Asset Inventory

Program: **Municipal Reporting**

1. Action plan to address backlog

2. Review draft Council Meeting Minutes: 2026-01-14
3. July: Annual AORO Report

Program: **Administrative Communications**

1. Issues & Concerns

Program: **Human Resources**

1. Public Officials Fidelity Bonding
2. Updates to Public Works Employee Handbook
3. HR Policy: Onboarding/Offboarding SOP
4. Creation/modification of job descriptions, terms & conditions of employment
 - Borough Secretary-Treasurer
 - Code Enforcement Officer
 - Emergency Management Coordinator
 - Planning/Zoning Officer

Governance

Oversight: Kevin Farkas

Program: **Operations/Administrative**

1. Budget Watch
2. Resources needed: Municipal Cloud Storage, Hard Drive

Program: **Legal & Litigation**

1. PUC Bureau of Investigation & Enforcement
2. Proposal to Eastvale Borough (re: division of JEMS assets)

Program: **Legislation (Ordinances, Resolutions, & Regulations)**

1. Priority Update to Zoning Ordinance: Data Centers
2. Other updates to ordinances

Program: **Municipal Communications**

1. Issues & Concerns

Program: **Municipal Records**

1. Change in Access: Municipal Records Master Archive

Program: **Municipal Strategic & Comprehensive Planning**

1. STMP analysis & recommendations

Program: **Professional Development & Training**

1. June 11: PSAB Online Training - Municipal Risk Blind Spots

Program: **Vacancies**

1. Council seat unfilled - no applicants

Public Safety

Oversight: Sue Wood

Program: **Operations/Administrative**

1. Budget Watch
2. Camera purchase for research purposes

Program: **Code Enforcement**

1. Review: Monthly Written Professional Report May 2026
2. Citizen Issues & Complaints
3. Rental Property Licensing Program

Program: **Emergency Management**

1. Review: Monthly Written Professional Report for May 2026
 - Special Needs List
 - 2026-05-30: Power outage incident
 - JEMS trailer moved offsite
2. Updates to 2026 EOP: Add EM Emergency Power Outage Plan (generators)
3. July: Approve 2026 EOP (pending EMC, County EMA review)

Program: **Fire Prevention and Protection**

1. Review Monthly Written Professional Report for May 2026
2. Community smoke alarm program
3. Plan of action: Move toward adopting International Fire Code IFC)
4. Discussion: FSRC Recommendations

Program: **Planning/Zoning**

1. Review: Monthly Written Professional Report May 2026

Program: **Police Protection**

1. Review Monthly Written Professional Report for May 2026
2. July: Begin review of BFPD Agreement (expires December 31, 2026)

Program: **Traffic, Roadway, & Pedestrian Safety**

1. Stop Sign Compliance Program
 - Street Signage & Markings - Matilda & 36th St.
2. Speeding/Dangerous Driving Issues

Public Works

Oversight: Bob Tate, John McAdoo

Program: **Operations/Administrative**

1. Budget Watch
2. Agreement: PennDOT Agility Program
3. PW Reporting
4. Aug 15: Annual PW Asset Inventory

Program: **Buildings & Grounds**

1. Emergency Power Generator System (specs & bids)
2. Security Camera Systems (municipal complex, kitchen park shelter)
3. Preventative & routine maintenance plan

Program: **Equipment**

1. Equipment Request: asphalt hotbox, screening bucket, material screener) - Council needs a proposal for appropriations
2. Preventative & routine maintenance plan

Program: **Sanitation & Solid Waste**

1. Issues & Concerns

Program: **Sewers**

1. MS4 Stormwater System
 - June 15: 2026 Outfall Survey
 - Current projects
 - Preventative & routine maintenance plan
- 2) Sanitary System
 - Current projects
 - Lateral tap-in responsibility (Jean St. issue)
 - Preventative & routine maintenance plan

Program: **Streets**

1. 2026 Road Paving Plan
2. Big Beaver Borough - Paving Norwood Dr.
3. Current projects
 - Roadside Stormwater Drainage Project: W 7th & 43rd St

Good and Welfare Announcements

Executive Session: An executive session will be held to discuss personnel matters involving a specific employee(s) or officer(s).

Adjournment