

Borough of West Mayfield
Council Work Session Meeting Minutes
Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010
February 4, 2026

The Borough of West Mayfield Council held its regular work session meeting on February 4, 2026, at Council Chambers, 4609 W. 8th Ave, Beaver Falls, Pennsylvania. The meeting was called to order at 6pm and council proceeded through the advertised agenda as a discussion-focused work session in preparation for the next business meeting.

Roll Call

- Kevin Farkas - present.
- Justin Wichryk - present.
- Robert Tate - present.
- Jason Stoyanoff - present.
- John McAdoo - present.
- Mayor Licia Cogley - present.
- Solicitor Joseph Budicak - present.
- Bob Kaib – present.
- Susan Istvan-Wood – present.

A physical quorum of Council was met.

Opening Business

- Council noted that the session was being recorded and that the purpose of the work session was to review reports, discuss issues, and prepare items for action at the next business meeting.
- Approval of prior minutes was deferred because members did not have the needed copies available during the meeting; the minutes were to be resent for later review.
- The advertised agenda was presented for the meeting, and no changes were recorded in the transcript.

Citizen Comments

- No formal citizen comments were taken at the start of the meeting.
- Council advised that members of the public could raise comments later during Good and Welfare if needed.

Office of Mayor

- The mayor reported that the recent snowstorm had a borough-wide impact and said borough workers and volunteers had worked to keep roads open and assist residents.
- The mayor stated that salt and related winter resources were on hand and that operations were functioning, while also noting a cracked windshield issue on borough equipment.

Office of Tax Collector

- Tax Collector Kathleen Brewer said she needed approximately \$500 in postage to mail tax bills and planned to order the bills so they could be mailed by March 1. Secretary-Treasurer, Jenna White, will purchase and provide postage to Mrs. Brewer.
- The tax collector requested monthly copies of building permits and occupancy permits so assessment changes and interim tax bills could be processed accurately; council discussed preparing a policy resolution to formalize that procedure.
- The tax collector stated that she intended to send a letter requesting proof of whether the former fire department property remains entitled to tax-exempt status.

Council Leadership

- Council continued discussion of its new oversight structure for budget and finance, culture and recreation, general administration, government, public safety, and public works.
- During discussion, Kevin Farkas identified government as his area, Justin Wichryk was identified with budget and finance, Bob Kaib was identified for public safety, and Jason Stoyanoff agreed to start with culture and recreation.
- Council noted that additional leadership discussion would continue because not all council representation was settled during the meeting.

Budget and Finances

- Council reviewed the Butler Agnew auditor engagement proposal and discussed bringing a five-year service plan forward for consideration at the next business meeting.
- Council revisited the previously tabled fire department parking lot use proposal and discussed preparing a borough-drafted resolution covering scheduling, fees, maintenance responsibilities, insurance, liability, and broader public use standards for the lot.
- Council discussed previously tabled matters involving the Comcast franchise fee resolution, the West Mayfield-Eastvale emergency management agreement, and proposed municipal fee increases, with the expectation that revised materials would be prepared for the next meeting.
- Council emphasized the need for stronger financial controls, including reconciliation practices, clear banking authorizations, and formal written policies governing fiscal handling.

Culture and Recreation

- Council discussed creating a 2026 calendar of events and activities so recurring borough programs could be planned earlier in the year, including the veterans banner program and related timing decisions.
- The renovation committee reported that wall items had been removed, holes had been patched, additional prep work was scheduled, and painting was expected to begin after the next council meeting with the goal of substantial completion by the end of February.
- Council discussed obtaining a cost list for paint and supplies, reviewing paint color choices at the next meeting, and later addressing tables, chairs, and other room-improvement needs.
- Jenna White asked whether she should continue handling park rental agreements and in-person arrangements; council indicated that she should continue coordinating that work in cooperation with Jason Stoyanoff.

General Administration

- Jenna White reported that she had what she needed to continue her work as secretary-treasurer.

- Council reviewed the developing municipal planner being used to track deadlines, reports, meetings, recurring obligations, and responsible parties across borough operations.
- Council also discussed development of a more formal human resources program, including employee policies, training, onboarding and offboarding procedures, and recovery of keys, passwords, and borough property when officials or employees leave their roles.

Government

- Council reviewed a forthcoming annual appointments and authorizations resolution and noted that some items, including the assistant treasurer position, might still need to be filled or amended later.
- During the discussion of code enforcement responsibilities, council noted ethics concerns with a borough official handling inspections involving that official's own properties and discussed the need for an alternative arrangement.
- Council discussed professional development through municipal training programs and continued work to scan, catalog, and manage borough records in accordance with state retention requirements.
- Council also discussed making approved minutes available to the public and continuing efforts to reduce the records backlog.

Public Safety

- Code enforcement reported two occupancy permits and said implementation of the rental property ordinance was underway, with additional administrative details still being refined.
- Council discussed recent emergency operations plan training for council and the mayor and said a complete copy of the emergency operations plan should be kept in a secure borough location for council access.
- The status and supporting paperwork for the West Mayfield-Eastvale emergency management agreement remained under review, including questions about jointly owned equipment.
- Council also discussed securing access to the municipal parking lot as a public safety concern and indicated that a chain across the entrance would be considered.

Public Works

- Council said Brian McNeely, Lead Operator, should continue attending work sessions and discussed giving him greater day-to-day operational authority in public works matters.
- Council discussed revisiting the PennDOT Agility Program and identified the need to improve public works handbook, training, and documentation practices.
- Brian McNeely reported concerns with an older pickup truck, including rust, frame deterioration, and inspection problems, and council directed Brian McNeely and Robert Tate to develop options and a plan for the next meeting; council also noted that a newer truck had run out of inspection.
- On sewer operations, council discussed the corrective action reporting schedule, heard that the December 2025 CAP report had reportedly been submitted, and said follow-up was needed on the January 31, 2026 report.
- Council discussed making the borough sewer camera operational, including the possible need for a generator, trailer setup, storage arrangement, and recording equipment.
- Public works reported that salt supplies were adequate after six loads were received, and council discussed placing the next road-salt order by the March deadline, with a 200-ton figure mentioned during discussion.
- Council reviewed snowstorm operations, including plowing practices, blocked sight lines from snow piles, hydrant clearing, and the need to document and address employee training issues.
- Council said street paving bids should be prepared earlier in the year and discussed adopting a policy to have paving requests for bids out by May.
- The meeting also included discussion about whether a diesel fuel tank should remain stored in the garage, with a recommendation to confirm safety and insurance implications.

Adjournment

- After council stated that the agenda had been covered, the meeting was declared adjourned at 8:06PM with no objection.

Respectfully submitted,

Jenna White

Secretary-Treasurer

Approved by Council: July 8, 2026