

Borough of West Mayfield
Council Regular Business Meeting Minutes
Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010
February 11, 2026

The Borough of West Mayfield Council held its regular business meeting on February 11, 2026, at Council Chambers, 4609 W. 8th Ave, Beaver Falls, Pennsylvania. The meeting was called to order at 6pm, and opened with the agenda displayed publicly, formal roll call, and acknowledgment that a physical quorum was present, allowing one council member to participate and vote by telephone.

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 by telephone

A physical quorum of Council was met.

Opening Business

- The chair announced that the agenda would be displayed on the projection screen and that hard copies were available upon request.
- Council noted that several prior meeting minutes remained in backlog and would be reviewed for approval when ready.
- The chair stated that the agenda had been advertised the previous day and announced one amendment adding an item concerning creation of a policy for use of the West 8th Avenue parking lot.

Office of Mayor

- Mayor Licia Cogley reported that she had submitted the 2025 floodplain report, which she said was due February 22.

Office of Tax Collector

- Tax Collector Kathleen Brewer reported that she had no announcements.

Professional Reports

- Jenna White, Secretary-Treasurer, reported the following balances as of January 31, 2026: general fund \$1,053,927.94; liquid fuels \$31,246.70; PLGIT investment \$4,139.01; PLGIT capital purchase \$1,853.48; water and sewer \$116,064.38; emergency management \$12,965.62; and aqua money fund \$181,184.57.
- The police report stated that 51 incidents were cleared and closed. The fire report listed nine incidents, including one structure fire, one false alarm, one carbon monoxide call, one motor vehicle accident, four medic rescues, and one lift assist, with estimated fire loss of about \$1,000 and 277 training hours.
- The Police Chief, David Johnson, said the annual report remained incomplete while county data issues were being resolved, but reported 434 dispatched calls for 2025.
- Jenna White reported that Elite Athletics had inquired about renting the baseball fields for June 13 and 14. Council discussed the need for a rental process, contract terms, and fee structure before approving outside field rentals.
- Joe Budicak said signature paperwork related to the baseball field matter was ready to be completed and agreed to provide a clean copy of the rental occupancy ordinance.
- Joe Budicak also gave a legal overview of the 2010 joint emergency management arrangement involving West Mayfield, Eastvale, and Beaver Falls, explaining that the arrangement had never been formalized as a separate legal entity and that questions about funds, equipment, and withdrawal remained unsettled.

Citizens Comments

- Teresa Goe, 1011 37th Street, reported that a Waste Management bill had been issued in the prior owner's name for a detached garage at her property. Council advised that Jenna White would act as liaison with Waste Management to correct billing errors.

- Council members stated that similar account-name issues had affected multiple properties because Waste Management had relied on outside data rather than a complete prior customer list.

Old Business

- Council considered the proposed West Mayfield Volunteer Fire Department parking lot use agreement and, after discussion of sign access, permitted uses, and broader borough control of the property, voted without objection, not to accept the proposal in its current form. Multiple members stated objections on the record before the proposal was rejected.
- Council approved the 2026 municipal schedule of fees without changing the existing fee amounts. No opposing vote was stated on the record.
- Council approved a resolution requesting an increase in the cable television franchise fee from 3% to 5%, with discussion noting that any change would still depend on Comcast agreement. No opposing vote was stated on the record.
- Council tabled the proposed resolution withdrawing the borough from the 2010 West Mayfield-Eastvale emergency management arrangement until further notice without objection.
- Council approved the annual municipal appointments and authorizations resolution, covering designated officers, professionals, banking and account authorizations, and related administrative roles, with the understanding that later amendments could be brought forward as vacancies or details were resolved. During the line-item review, no objections were stated to the listed appointments and authorizations before the question was called.
- Council again tabled the resolution approving the 2025 West Mayfield Emergency Operations Plan until further notice while remaining issues were worked out, with no objection stated to tabling the item.

New Business

- Council approved a policy resolution requiring copies of building permits and occupancy permits to be provided to the borough secretary-treasurer, Jenna White, and then forwarded to the tax collector, Kathleen Brewer, each month. No objections were stated on the record before the motion passed.
- Council approved the five-year option for the 2025-2029 auditing services engagement with Butler, Agnew & Associates by unanimous vote.

- Council approved a resolution directing creation of a fraud risk management policy for later presentation to council. No objection was stated before the resolution passed.
- Council approved a resolution moving forward with a borough policy governing use of the West 8th Avenue parking lot, including possible rental terms and fee structure. During discussion, council stated that the status quo would remain in place until a new policy was adopted. No objection was stated before the resolution passed.
- Council approved a motion directing Secretary-Treasurer Jenna White and Public Works Chair Bob Tate to review the current employee handbook with public works employees and document employee acknowledgment for borough personnel files by March 1, 2026. No objections were stated.
- Council approved a resolution authorizing destruction of public meeting audio-video recording files after the corresponding written minutes are approved, so long as the recordings are used as working documents in preparation of the minutes. No opposing vote was stated on the record.
- Council approved a motion directing the Emergency Management Coordinator, Eli Kosanovich, by February 18, 2026, to file and store the complete West Mayfield Emergency Operations Plan in a secured manner at the borough's Emergency Operations Center so it would be accessible to council members and the mayor as needed. No objections were stated.
- Council approved a motion directing Public Works to secure, without a lock, the vehicle entrance to the municipal parking lot on West 8th Avenue on March 1, 2026, to create an operational policy for access management, and to direct the borough secretary-treasurer to notify the fire department to remove its property from the lot by April 1, 2026. No opposing vote was stated on the record.
- Council approved a resolution requiring road paving, repair, or maintenance requests for bids to be published no later than May each year, with discussion reflecting a May 31, 2026 target. All recorded votes were yes.

Payment of Bills

- Council reviewed and discussed recent purchases, including approximately \$504 for LED garage lighting and approximately \$180 for a replacement printer for the borough office.

- Council also discussed an expected towing bill arising from a snowstorm incident involving a borough truck and directed follow-up with the insurance carrier before further action.
- Before adjournment, council returned to the agenda item and approved payment of the bills. When the chair asked for opposition, none was voiced.

Good and Welfare

- Council discussed follow-up on the DEP corrective action report, with members stating that the work was in progress.
- A concern was raised about a large sinkhole on Boden Street, and council indicated the area should be inspected to determine whether it needed to be blocked off.
- Additional discussion covered pickup-truck repairs, meeting-room renovation work, paint selection, and an insurance claim for a cracked windshield on a borough truck.

Adjournment

- After approving payment of bills, the meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Jenna White

Borough Secretary-Treasurer

Approved by Council: July 8, 2026