

Borough of West Mayfield
Council Work Session Minutes
Community Room, 4609 W. 8th Ave, Beaver Falls, PA 15010
March 4, 2026

Approved by Council: 2026-08-12

The Council Work Session Meeting of the Borough of West Mayfield was called to order at 6:06 p.m., followed by the Pledge of Allegiance. A physical quorum of Council was stated to be present.

Roll Call

- Present: Kevin Farkas, Justin Wichryk, John McAdoo, Bob Kaib, and Mayor Licia Cogley.
- Absent, excused: Susan Istvan-Wood and Robert Tate.

Call to Order

- Before the business agenda began, attendees were asked to silence phones, note that the meeting was being recorded, and observe decorum.

Opening Announcements

- Council reviewed the agenda and noted additions including a Waste Management update before citizens comments, a request concerning West Mayfield Youth Baseball's use of the skid steer, and minor additions to Brian's equipment list.
- It was noted that hard copies of agenda materials remain available on request even as the Borough continues to reduce paper use where possible.
- A brief tax-collection reminder was noted that tax bills were going out in early March.

Office of Mayor

- Mayor Licia Cogley reported that preparations for the March 21 Easter Egg Hunt were nearly complete and discussed placement of event signs, including use of the Honor Roll area and yard used last year.
- An April cleanup day tied to Earth Day was also noted.

Office of Tax Collector

- Tax Collector Kathleen Brewer stated that she had what she needed to perform her work.
- A request was made for Public Works to place eight cones at the kitchen shelter for use during the Easter Egg Hunt.

Special Presentation

- Waste Management representative, Terri Fischer, introduced herself, said the new refuse service had already handled “At Your Door” collections in the Borough, and confirmed that the Borough’s park container was scheduled for service beginning May 18, 2026.
- Council discussed the need for a lock on the park container, and Waste Management explained that a gravity lock bar could be used with the borough’s own padlock.
- Waste Management also confirmed Friday bag pickup at the Borough building and recommended that future refuse bid specifications expressly require delivery of the customer address list.

Citizens Comments

- Scott McGee, West Mayfield Youth Baseball (WMYB), addressed the Council regarding field improvements and 2026 season planning. He reported that new turf had been delivered, that installation was expected soon and that the groups field day was being targeted for March 28, and that community day was expected on April 25 with participation from 93.7 The Fan.

- Mr. McGee requested guidance and eventual permission for placement of a prefabricated storage shed at the park, preferably on an existing pad near Field 1, so that the group could store equipment and avoid using bathrooms and shelters for storage.
- Council discussed floodplain concerns, possible use of an existing garage instead of or in addition to a shed, and the need to review insurance and amend the baseball agreement if Borough space is used. Jason Stoyanoff and Bob Tate were asked to coordinate a site review and bring a more concrete motion or recommendation to the next meeting.
- A request was also raised about obtaining surplus fire hose for use as permanent foul lines, with further coordination to occur outside the meeting.
- Nora Soos, 132 37th St. Ext., commented on the need for clearer exterior signage identifying the Borough building on W. 8th Avenue and from the 37th Street approach so visitors do not mistake it for a maintenance building.

Budget and Finances

- Council reported that a QuickBooks invitation was still pending for one participant and continued to emphasize system-generated financial reporting as a way to reduce spreadsheet and reporting errors seen in older Borough records.
- Regarding Comcast, it was reported that the signed resolution had been emailed and that Council would wait another week before considering a certified letter if no response was received.
- Council continued discussing the Borough's withdrawal from JEMS, including prior contributions, equipment purchases, and whether a simple split or buyout proposal could be brought forward, but no final action was taken at this work session.
- A revised draft parking lot use agreement and proposed fee categories were discussed for circulation and possible action at the March 11, 2026 business meeting.
- The proposed fraud risk management policy remained in development, with a template reportedly available from Butler Agnew & Associates.

- Council discussed creating or finalizing a fixed asset list through QuickBooks and cross-checking Borough equipment against insurance schedules.
- Service-provider agreements remained under review, including website administration, Butler Agnew, Widmer Engineering, CodeSys, and PERMA (H.A.Thompson) records, with Council seeking to confirm current contracts, fee schedules, and related documentation.
- The proposed West Mayfield business roundtable previously targeted for March 14 was discussed as likely needing postponement to a later date, possibly April 14.

Culture and Recreation

- The renovation committee reported that wall-washing had been completed, a paint color had been selected pending Council agreement, and additional furnishings such as tables and a carpet runner remained as future needs.
- Council discussed finding storage or disposal options for a large table and also raised the broader idea of improving bathroom accessibility, including a possible unisex ADA-compliant restroom.
- Council encouraged planning a full 2026 events calendar for use on the municipal planner, Borough calendar, and social media.
- For the March 21 Easter Egg Hunt, Council discussed the need for an Easter Bunny volunteer and promotional details.
- The Veterans Banner Program was discussed briefly, including timing for new banner orders before banners are installed closer to Memorial Day.
- Updated shelter-rental terms and a separate kitchen-use agreement were discussed, including liability-insurance requirements and whether late payments should be restricted to cash or money order if checks may not clear in time. The proposed changes were to be reviewed further with the solicitor and the Culture and Recreation group.
- Council discussed a request to waive park and shelter fees for West Mayfield Youth Baseball's July 18-19 use of the park and indicated that a formal motion would be brought at the next meeting. The discussion contemplated use of all three shelters.

- The condition of the second parking lot at the park was discussed, including whether the Borough and the baseball organization may need a shared approach to repairs or re-slagging.
- It was also confirmed during discussion that the Borough continues cutting grass under the existing arrangement, except around the nets.

General Administration

- The Secretary-Treasurer reported that a letter had been sent to the former fire department directing that stored items be removed by April 1, and no response had been received as of this meeting.
- Council reviewed the Public Works employee handbook and discussed missing amendments previously approved by Council. The consensus of the discussion was to use the previously approved handbook with Council-approved amendments for employee signatures, while a separately rewritten handbook would require future Council review before adoption.
- Onboarding and offboarding procedures remained in progress, including recovery of keys, identification of active accounts and credentials, and preparation of a master list of accounts.
- During that discussion, it was reported that Bill Heaton was still associated with at least one account, that Jake retained keys under contract, and that Bill retained keys in connection with emergency-management duties.
- A snowplow tow bill of \$822.50 was reported and Council directed that insurance be asked whether any coverage applied. A separate windshield replacement expense was reported as not covered.
- Council reaffirmed that work on an online municipal payment system could proceed, with Jenna White and Justin Wichryk involved in moving that effort forward.
- The backlog of meeting minutes was reported as expected to be completed by Friday or Saturday.
- A new Public Works timeclock app was discussed. Council generally agreed that after-hours callouts should allow an employee to clock in from the location where

the callout is received, subject to the existing minimum-callout discussion and future formal approval.

- Council discussed the need to reset and control access to municipal security-camera credentials and to treat password changes as part of offboarding when personnel or officeholders leave.
- A Borough letterhead template using the approved logo/motto was presented for routine correspondence, and Council discussed the need for official correspondence to be approved before being sent on behalf of the Borough.

Government

- Council discussed the need to amend the Appointments & Authorizations Resolution at the next Regular Business meeting.
- The President of Council stated that Appointment Confirmation Letters were sent out to municipal officers and appointed officials.
- Discussed was an Ethics Act requirement that all officials, officers, and certain other persons must complete a Statement of Financial Interests and file this form with the BST or State Ethics office.
- The ordinance Establishing the Licensing of All Rental Units Including Single-Family and Multiple Family Dwellings, Boarding, and Rooming Houses is now online,
- Council discussed the need for a resolution (required by the Municipal Records Act) stating its intent “to follow schedules for retention of records set forth in the Municipal Records Manual.” A resolution will be ready for consideration at the March Regular Business Meeting.

Public Safety

- Code Enforcement Officer Bob Tate reported on the progress of the Rental Property Licensing program, and that progress was starting slowly to identify rental properties.
- Councilmember Bob Kaib is still available as a 3rd party CEO

- Bob Tate raised the prospect of a salary increase. Council President Kevin Farkas stated that any future salary increases should be considered within a framework of job descriptions, which the Borough does not have for any position.
- There was a discussion about regulating dog droppings in the Borough via an ordinance, which the Borough does not have currently. It was agreed that the current health and safety ordinances may cover offenses related to dog waste.
- Under Emergency Management, Council discussed weaknesses in the current EOP under consideration, namely that the document(s) under review are incomplete and outdated.
- The Mayor reported that she has submitted the Flood Plain Management Report for 2026.
- Most elected officials need to complete their FEMA ICS 100 & 700 certifications.
- Council intends to appoint Bill Heaton and Jason Heaton as Deputy EMCs.
- To better understand what emergency management equipment and materiel belongs to the Borough and what belongs to JEMS, Council discussed the need for EMC Kosanovich to conduct an asset inventory to be submitted to Council.
- Council continued its discussion about the need for an emergency power system to be installed at the municipal complex, not only to operate the emergency operations center, but to provide secure power for all municipal operations when in need.
- Under Zoning, Council discussed a need for training and professional development for members of the Zoning Hearing Board.
- There was also a discussion about the need for Council to consider updating the current Zoning Ordinance, which was last updated in 1995. Council President Farkas warned that the Borough must be prepared for potential data center development.

Public Works

- Council discussed moving forward with securing W. 8th Ave. parking lot, adding a chain across the entrance and removing any unauthorized private property from the lot, if that should become necessary.
- Council agreed that vehicle inspections and repairs must proceed as necessary.

- Council also discussed PW's request for a transport trailer and generator to support the new sewer camera. PW was asked to submit proposals for needed equipment.
- Council also encouraged PWs to make proposals to Council regarding any other equipment needs to help maintain sewers and roadways.
- It was reported that a sewer clog on Ross Ave needed to be jetted.
- The dumpster at the park still belonged to Aiken Refuse, and will soon be replaced by Waste Management.
- CAP Report was due January 31. The Borough reached out to DEP for guidance on all of the required reporting for DEP. We have not heard back from
- There was a sanitary sewer clog incident 2026-02-20 on Ross Ave.
- The annual report to Aqua for expenditures of restricted monies for sanitary sewers and capital improvements is due March 31.
- Annual Wasteload Management (Chapter 94) report is due March 31 to DEP.
- A hole was discovered in the roadway on Boden St.
- The PennDOT Agility Program was discussed. There was a consensus that Council should look into the program and review the pros/cons.
- The 2026 Spring Road Survey for RFB preparation is on the Municipal Planner, and PW needs to take action to prepare for 2026 road maintenance planning. RFBs for roadpaving (NLT May 31, as per Council resolution). It might be advantageous if PW shifted focus on small-scale road paving and repair projects for the year. Equipment would be needed.

Adjournment

- The meeting was adjourned at 8:10 p.m.

Respectfully submitted,
Jenna White
Borough Secretary