

Borough of West Mayfield
Council Work Session Meeting Minutes
4609 W. 8th Ave, Beaver Falls, PA 15010
April 1, 2026

Approved by Council: 2026-08-12

The Borough of West Mayfield Council Work Session Meeting was called to order at 6pm on April 1, 2026 at Council chambers located at 4609 W. 8th Ave, Beaver Falls, Pennsylvania. Opening reminders were given regarding phone silencing, recording of the meeting, and decorum.

Roll Call

- The opening roll call identified as present: Susan Istvan-Wood, Kevin Farkas, Robert Kaib, John McAdoo, Robert Tate, Justin Wichryk, Mayor Licia Cogley as present.
- Not present: Robert Tate, Justin Wichryk. Jason Stoyanoff was not present at roll call, but arrived at the meeting later during the meeting.
- Borough Secretary-Treasurer Jenna White was stated to be absent.
- A physical quorum of Council was stated to be present.

Opening Business

- Council reviewed the published agenda and proceeded with the agenda as posted.
- No citizens came forward to comment on agenda items.
- It was stated that the purpose of the work session was to discuss matters in detail and tee up possible motions, resolutions, and other action items for the following week's regular business meeting.

Office of Mayor

- Regarding veterans banners, the Mayor reported that she had information to provide for posting on the Borough website for April and May. Discussion followed regarding timing for hanging the banners, with references to mid-May, thereabouts, subject to weather and scheduling. It was also noted that some budgeted funds remain available for the banner program if hardware or similar needs arise.
- Clean Up Day: it was reported that the Borough was signed up for the April 25, 2026 event and that online sign-up was already available. Discussion indicated that Shelter 2 at the park would be used as the meeting and sign-up point if available.

Office of Tax Collector

- Discussion under administration reflected that the Tax Collector's oath-of-office paperwork and bond-related paperwork were believed to be at the courthouse, with reference also made to the judge receiving paperwork from the bonding agency.
- Under taxation, the status of the West Mayfield Volunteer Fire Department property-tax exemption remained unresolved. It was reported that the inquiry had been passed back and forth between offices and that a call to the state may be needed to establish the current baseline status. Tax Collector Kathleen Brewer assumes that the WMVFD's exempt tax status is unchanged.

Budget and Finances

- Kevin Farkas reported budget & finance updates on behalf of Justin Wichryk using email feedback from Mr. Wichryk.
- Council discussed the ongoing transition to QuickBooks. It was stated that the move to QuickBooks was recommended by the Borough's independent auditor and is needed so that consistent, timely, system-generated financial reports can be used instead of older spreadsheet-based reporting that has shown errors and inconsistencies.
- A draft Municipal Fraud Risk Management Policy was discussed in detail. The policy was described as a recommendation of the independent auditor and as a formal process for identifying and reporting suspected fraud or unauthorized financial activity. It was stated that the draft had been reviewed by Butler Agnew

& Associates and was expected to be presented by resolution at the next regular meeting.

- A second draft resolution was discussed regarding Council's procedure for financial auditing, reporting, and review. Discussion emphasized that prior annual audits and related auditor recommendations had not historically been discussed in a public meeting and that the proposed resolution would require public presentation and discussion of the annual audit, along with publication of the post-audit concise financial statement required by law.
- Website posting of prior audits and financial materials was reviewed, with discussion noting that audits back to 2016 have been posted online and can be used as reference points for budgeting, expenditure history, and public transparency.
- Under contracts and agreements, it was reported that the Borough was still awaiting a response from Comcast regarding Council's previously approved request to increase the cable-franchise fee from 3 percent to 5 percent.
- The previously tabled matter concerning withdrawal from the 2010 JEMS agreement remained pending.
- Council also discussed the need to inventory and better track municipal contracts and service agreements, including agreements involving police, fire, website administration, youth baseball, and other recurring services, so that terms, conditions, and obligations can be managed more deliberately.
- Under Community and Economic Development, Susan Istvan-Wood reported on the proposed West Mayfield business roundtable. The plan is to invite business owners to discuss their vision for the Borough, provide Borough updates, and strengthen business-friendly outreach. A previously considered April date was postponed, and a tentative May 15, 2026 date was discussed.
- A lengthy discussion was held on Water and Sewer Enterprise Fund solvency. Using prior trend data, it was reported that the fund surplus had declined from about \$21,000 in 2020 to about \$8,000 in 2021, about \$6,500 in 2022, about \$5,000 in 2023, and about \$2,900 in 2024, with concern that 2025 may be in the red. Discussion noted that the Borough's rates were last raised in 2013 and that the Borough may be roughly 30 percent behind the curve compared with current costs.
- During the enterprise-fund discussion, members stated that Aqua's rates may be locked for a period, but total wastewater billing could still rise because

stormwater and infiltration entering older sewer lines increase the volume sent through the system. Council discussed the need for planning, outside help, possible DCED assistance, and eventual rate-setting decisions, with January 2027 mentioned as a possible point for a rate increase if needed.

- It was also noted that four homes in White Township flow into the Borough's sewer system and that Aqua settlement funds are limited and will not last indefinitely as a backstop for sewer-maintenance needs.

Culture and Recreation

- On the community-room renovation, discussion indicated that work was presently waiting on paint that Bob Tate will be purchasing. Council stated that paint costs for the project would be covered once the purchase is made. A possible future mural project was also discussed, including possible help from Beaver Falls Area High School students or another volunteer artist.
- Council revisited the issue of community park rules and regulations. Discussion reflected the view that if the Borough wants enforceable park rules with penalties, the rules should likely be adopted by ordinance rather than by resolution alone. Mr. Farkas stated that he intended to place a motion at the next meeting directing the Borough Solicitor to draft an ordinance establishing community park rules and regulations for Council review by May 1, 2026.
- Under park-shelter and kitchen rentals, Council reviewed the previously tabled draft revisions to park-shelter rental terms and separate kitchen-use rules. Members were asked to review those materials so they could be taken up at the next meeting.
- Preparation for the 2026 shelter-rental season was discussed. Items mentioned included adding a door or other privacy improvement at the bathroom area, repairing or replacing a deteriorated table or counter surface at Shelter 2, painting, and installation of new lighting. Jason Stoyanoff was asked to help pull together an action plan for needed work before the season.
- Council confirmed that the 2026 events schedule was already online and noted that the next scheduled event was the April 25, 2026 community cleanup day.
- A substantial discussion was held regarding car-cruise proceeds. Committee members stated that money raised from the 2024 and 2025 car cruises was understood to be for park improvements and playground or family-oriented

equipment rather than general park consumables. Mr. Farkas stated that he would prepare a motion for the next meeting to formally earmark those revenues for the specific park-related purpose the group identifies, so that the financial treatment is explicit and documented.

- Council also discussed event readiness, including maintaining a first-aid kit at the park, keeping it in a known location, notifying QRS or EMS when larger events are scheduled, and keeping a list of official event volunteers because Borough insurance coverage extends to listed volunteers.
- During the West Mayfield Youth Baseball discussion, it was reported that a meeting had been attended and that the organization planned to place a donated shed on the existing concrete pad near Field 1. Discussion also covered a request for old fire hose to use as permanent foul-line markers, possible storage of field mounds, and review of the baseball agreement terms. Council expressed concern about co-mingling Borough equipment with outside property in the Borough garage and about access-control and insurance issues if others were given keys.
- Council also discussed missing field signs that had reportedly come down when a tree fell near the outfield-fence area. It was stated that some rolled-up signs were in the Borough garage and could be checked for possible return.

General Administration

- Council reviewed a running list of municipal reports and filings, including unemployment-compensation reporting, municipal-official lists, W-2 issuance, the annual report to Aqua, the unconventional gas well fund usage report, and the post-audit concise financial statement. Some items were confirmed as completed, while the status of others was being confirmed with the Borough Secretary Jenna White.
- Bonding for municipal officials was revisited. Discussion reflected that the Borough had agreed to bond certain positions, including the Secretary-Treasurer, Assistant Treasurer, Code Enforcement Officer, Planning/Zoning Officer, and tax-collection positions as applicable, and that follow-through on the paperwork was still needed.
- Council discussed the need for the public works employee handbook to reflect the November 9, 2023 revisions previously approved by Council and stated that Public Works employees should review and sign the updated handbook.

- Council also revisited the need for an HR onboarding and offboarding process so that keys, passwords, records, and related administrative matters are handled consistently whenever officials, employees, or contractors start or leave a role.
- A request from the Borough Secretary-Treasurer for a work phone was discussed. Members noted that a dedicated phone could help separate public-record communications from personal communications, but no formal action was taken because cost information was not yet available.
- Council also followed up on the previously authorized municipal online payment system, noting that it could simplify park-rental payments and improve financial tracking.
- Under municipal recordkeeping, Council discussed the back catalog of missing meeting minutes. The missing meetings identified in discussion were January 14, 2026; February 4, 2026; February 11, 2026; March 4, 2026; and March 11, 2026.
- Council reiterated that meeting minutes, texts, emails, and similar municipal communications are public records concerns and should be preserved accordingly. Mr. Farkas also described the Borough's growing municipal archive and records-coding effort under the Municipal Records Act.

Government

- Mr. Farkas reported that he was still preparing a Borough outreach letter to White Township regarding the sanitary-sewer situation and wanted more information in hand before sending it.
- The idea of a West Mayfield local-government brochure for the Tax Collector's office and related outreach purposes was mentioned again and remained under consideration.
- Council discussed Statements of Financial Interests and the May 1 filing deadline. It was emphasized that these filings are an individual legal responsibility of elected officials, appointed officials, and certain public employees or contractors as applicable, and that a courtesy notice with links and instructions would be circulated.
- Council also discussed a planned resolution requiring written monthly professional reports from the Code Enforcement Officer, Emergency Management Coordinator, Fire Chief, Planning/Zoning Officer, and Police Chief, with the reports to be preserved as municipal records.

Public Safety

- Under code enforcement, Council discussed the status of the rental-property licensing program. It was stated that members wanted clearer information on how many licenses have been issued, how many inspections have been completed, what problems have been encountered, and what revenue has been generated.
- Robert Kaib reported that he had not yet had training for rental inspections and was waiting to accompany Robert Tate for that training.
- Council discussed the obstructed-sight-line problem at Jean Street and 37th Street. Discussion referenced repeated complaints, including a recent one that a motorist nearly had a collision there. Council stated that the Borough and PennDOT both have authority in this area and that the owner had already reached out for help with cleanup. Members stressed the need to address the hazard before someone is injured.
- Unpermitted soliciting was discussed at length. Trinity and other energy-related solicitors were identified as recurring concerns. Council discussed whether Beaver Falls police should be asked to ticket and prosecute violators more aggressively under the Borough's ordinance and discussed public outreach measures, including permit-page sharing, no-soliciting signage, and use of the police non-emergency number.
- Emergency Management Coordinator Eli Kosanovich provided materials related to hazard response and emergency-management planning. Council discussed the emergency-management asset inventory, the sanitary-sewer-overflow response plan, and related public-notification needs.
- It was reported that 15 hazard-warning signs had been made for sanitary-sewer-overflow response use.
- Council also discussed the need for better resident outreach regarding electrical or other life-sustaining special needs during outages. Discussion included the possibility of a survey or annual notice so that the Borough can identify residents who may need temporary generator support or other emergency assistance.
- Under fire matters, Council revisited recommendations of the Fire Service Review Committee and discussed using those recommendations to continue improving the Borough's fire-prevention and fire-readiness posture.

- Susan Istvan-Wood reported that the Beaver Falls Fire Department currently has free smoke alarms available and that residents can be referred to Chief Mark Stowe for installation. A future Red Cross program was also mentioned as a possible additional resource.
- Under planning and zoning, Council discussed a sign-permit proposal for Powerwash Mobile Cleaning. Discussion reflected the view that the proposed digital sign appeared to fit the existing ordinance, with a stated size of approximately five feet by six feet and possible inclusion of community messaging. No formal Council action was taken on the sign at this work session.
- Council also discussed whether and how police blotter information should be posted publicly, including what addresses or details should be redacted. Members expressed concern both about public information and about protecting residents' privacy on difficult days. Solicitor guidance was still needed on that issue.
- The Mayor shared neighborhood-watch and other public-safety observations from Beaver Falls meetings, including follow-up efforts on ATV complaints and broader public frustration over fireworks activity.

Public Works

- Council reviewed public-works reporting deadlines, including the DEP corrective-action report, annual manhole inspections, the biannual outfall inspection and report, and the 2026 spring road survey.
- The PennDOT Agility Program was discussed. Council indicated support for moving forward so that staff can begin the process, obtain a proposed agreement, and bring a resolution back to Council for possible approval at a later meeting.
- Under Buildings and Grounds, Bob Kaib reported that one bid had already been received for an emergency power system for the municipal complex and that he was waiting on additional calls back from other companies.
- Discussion of the municipal camera system reflected that credential changes had been attempted but access to the cameras still was not working. Council stated that the Borough needs to regain control of the system and update access as part of proper offboarding and credential management.

- Council also discussed the Borough's prior request that the fire department vacate the W. 8th Avenue municipal parking lot. Members stated that equipment, including a trailer and dumpster, was still present past the expected date and discussed whether the Solicitor should be contacted immediately for guidance on how to compel removal without creating legal problems for the Borough.
- Under equipment, Council reviewed three pressure-washer options. Two additional options had been provided after the last meeting, with figures discussed at approximately \$1,225 and \$1,599 in addition to the earlier option. Members discussed durability, commercial-grade needs, and local service support, with the expectation that the matter would be taken up at the next regular meeting.
- Council again discussed support equipment for the pipe camera. Discussion covered whether a small enclosed trailer, generator handling, or a vehicle inverter would best support the camera system and reduce repeated loading and unloading. Brian McNeely was encouraged to submit a concrete proposal so Council can act.
- Additional equipment ideas, including an asphalt hotbox, screening bucket, and material screener, were also discussed. Mr. McNeely stated that he was trying to build a screener himself and would provide materials or equipment needs if appropriations become necessary.
- Under Sanitation and Refuse, Council briefly revisited Borough support for the April 25 cleanup day and discussed the yard-waste center. It was reported that brush had recently been chipped, the area was again filling, and signs identifying what should go in each bin would be helpful. Public Works was told it could move ahead on getting signs made.
- Under Streets, Kathleen Brewer raised concern about a long dip in the road over the sewer line near manhole 178 in front of her house, extending between manholes. Council asked that the area be examined further to determine why the roadway is subsiding.
- Council also asked Public Works to think more proactively about how to use the pipe camera during the year, including setting priorities for locations that should be inspected or diagnosed rather than using the camera only in immediate-response situations.
- Under Streets and stormwater, Council discussed drainage and erosion issues around 43rd Street, Craig Street, West 7th Street, and nearby catch basins,

including water being diverted across roads because of grade problems and obstructions such as a flower planter near a utility pole. Members discussed the need to understand rights-of-way before disturbing private property and suggested that Widmer Engineering may need to be consulted for advice on municipal right-of-way and stormwater work.

- A specific storm-pipe failure at 43rd Street and Craig Street was discussed in detail. It was reported that an old steel pipe under the street has failed, that a sinkhole area keeps reopening, and that camera work showed terracotta pipe beyond the damaged section. Mr. McNeely estimated roughly 35 feet of replacement pipe would be needed, at about \$190 per section, and stated that the total job likely would not exceed about \$500 if no larger complications are encountered. Council discussed proceeding with the repair and keeping Bob informed of the expenditures.
- Council then returned to the proposed 2026 spring road survey. Discussion emphasized the need to document road conditions, identify priorities, distinguish between sealing, hot-patch work, and larger paving projects, and get bid requests out by the end of May so work is not delayed into winter.

Good and Welfare

- It was also reported that a contact at the Beaver County Christian School may be willing to provide free storage space for a large table if and when the Borough is ready to move it.

Adjournment

- After concluding the agenda, it was stated that the meeting was fit to adjourn at 9:15pm.

Respectfully submitted,
Jenna White
Borough Secretary