

Borough of West Mayfield
Council Work Session Meeting Minutes
4609 W. 8th Ave, Beaver Falls, PA 15010
May 6, 2026

Approved by Council: 2026-08-12

The Borough of West Mayfield Council Work Session began on May 6, 2026. The meeting was held at Council chambers, 4609 W. 8th Ave, Beaver Falls, Pennsylvania. The meeting opened at 6pm with the Pledge of Allegiance. Opening reminders were given regarding decorum, silenced phones, recording of the meeting, and availability of paper copies of the agenda.

Roll Call

- Council attendance: Council President Kevin Farkas, Council Vice President Justin Wichryk, Councilmembers Jason Stoyanoff, Robert Tate, and Susan Istvan-Wood, and Mayor Licia Cogley.
- Councilmember John McAdoo was not in attendance.
- Secretary-Treasurer Jenna White, Tax Collector Kathleen Brewer were also present.
- A physical quorum of Council was present.

Opening Business

- Later in the meeting, Council stated that an executive session would be held to discuss emergency management preparedness and that no further business would be conducted afterward except returning to session and adjourning.

Office of Mayor

- No separate Office of Mayor topics were discussed.

Office of Tax Collector

- No separate Tax Collector topics were discussed.

Budget and Finances

- Council discussed implementation of QuickBooks to improve financial reporting, continuity, restricted-fund tracking, and asset inventory management in line with the independent auditor's recommendations.
- Council reviewed the budgeted Assistant Treasurer position, discussed public reaction to the posting, and stated that the position is intended to provide an additional level of review and error-checking. Discussion also noted that a formal job description should be developed with input from the auditor and approved by Council.
- Council discussed possible transfer of tower-sale and Aqua-related funds into the PLGIT investment fund once QuickBooks setup is completed and the Borough can determine an appropriate operating-reserve amount.
- Council revisited the Water and Sewage Enterprise Fund task force and stated that recommendations will be needed before the next budget cycle because future rate increases may be necessary to keep the enterprise fund self-sustaining. Council emphasized the need for public education and citizen input on this issue.

Culture and Recreation

- Council reviewed the community room renovation. Paint had been obtained and the color selected. Discussion focused on scheduling the painting work, future table-and-chair purchases, and the eventual removal or disposal of the large table now in the room.
- Council discussed grants and funding opportunities for park and recreation improvements, including annual grant cycles that may need earlier planning in future years.
- Under community park rules and regulations, Council discussed drafting park rules for solicitor review, including leash expectations, cleanup issues, and the need for practical enforcement.

- Council discussed possible improvements around the pickleball court and adjacent accessibility features, including paving, court modifications, handicap-access improvements, and possible future grant support.
- Council discussed community park memorial requests and the need for a future policy or other guidance. The immediate discussion arose from Kathy Orosz's request to place an ornamental cherry tree in the park in memory of Tommy Orosz.
- A motion was made and seconded to allow Kathy Orosz to place the tree in the space of a prior tree planting near the shelter area. No opposition was stated before the motion carried.
- Council discussed using event checklists for Borough events, including volunteer lists, first-aid preparedness, and insurance coverage for listed volunteers.
- Council stated that the Veterans Banners installation remained on track and that new banners were still being received.

General Administration

- Council stated that the previously tabled Borough work-phone matter remains pending because more information is needed before Council can act on the request.
- Council reviewed the need to prepare 2026 road-paving request-for-bid materials in time to publish bid specifications by the end of May. Discussion noted the need for priority street information, budget limits, and coordination with Widmer Engineering.
- Discussion of paving priorities included concerns about prior partial-width or partial-length patches and the need to focus on full-width repairs where feasible. Council stated that the budget included \$90,000 for road maintenance and repair, with \$60,000 from the General Fund and the balance from Liquid Fuels.
- Council discussed general-administration asset inventory needs, including printers, computers, office furniture, and other purchases that should be logged through QuickBooks.
- Council discussed acquiring a municipal projector, a hard drive, and municipal cloud storage or other backup measures to support records retention and continuity.

- Council emphasized that reports and other municipal paperwork must be copied into the Borough records archive and noted that a backlog of records and compliance items remains under review.
- Regarding the prior letter to the former fire department about parking-lot matters, Jenna White reported that the certified mailing had been sent but receipt confirmation had not yet been returned. Council discussed possible next steps if property remained on Borough grounds.
- Council discussed movement of a box trailer/related property from Borough grounds, continued restriction of parking-lot access to the dumpster area, and the possibility of code-enforcement follow-up if property remains on the adjoining site.
- Council stated that the Assistant Treasurer posting had been circulated publicly.
- Under human resources, Council discussed fidelity bonding, completion of handbook signoffs for public works personnel, and the need to change Jake Tate's job title from contractor language to part-time public works operator language so that the title better reflects employee status.
- Council discussed payroll procedure for the Tax Collector and the broader workload being carried by the Secretary-Treasurer position. Discussion addressed records duties, permit-routing, transfer-tax reports, continuity concerns, and the need for clearer job descriptions and expectations.

Governance

- Council stated that in executive session Solicitor Joseph Budicak would address the PUC Bureau of Investigation and Enforcement matter involving PA One Call.
- Council stated that the appointments-and-authorizations resolution will need to be amended to reflect Jake Tate's corrected job title from contractor to part-time Operator employee.
- Council reported that a draft letter to White Township regarding sanitary-sewer-overflow concerns had been prepared but would likely be sent after another incident so the issue could be addressed while active.
- Council reported that a courtesy letter and boundary map had been sent to the Big Beaver Council President regarding Norwood Drive. Discussion reiterated

that West Mayfield's responsibility extends only a short distance from Route 551 and that Borough personnel had already patched the West Mayfield section.

- Council stated that a Borough brochure remains in development.
- Council reported that PEO public-education postings had already been used for the Assistant Treasurer opening and municipal-records-management updates, and that similar outreach could be used for tax collection, emergency preparedness, and code-enforcement reminders.
- Council stated that the municipal records archive now contains close to 700 records and that additional backup and storage planning remains under review.
- Council reported follow-up with George Newsom regarding strategic and comprehensive planning, infrastructure, and other STMP-related next steps, with the Borough intending to use the available multi-year planning window.
- Council noted PSAB training opportunities, including the May 7 webinar on legal aspects of code enforcement.

Public Safety

- Council discussed monthly written professional reporting and accepted the detailed format used by Robert Tate for code-enforcement reporting as satisfying the written-report expectation.
- Council reviewed code-enforcement complaints involving Wallace, Sudano, Wood, and Jamie Morey. Discussion included PennDOT-related sight-distance concerns, high-grass follow-up, an odor complaint letter, and newsletter-style educational notices summarizing common ordinance issues.
- Council discussed permit-routing and records flow so code-enforcement applications can be processed promptly while still being copied into Borough records.
- Council discussed the rental-property licensing program, including missing labels, revised letters and forms, and the need to send follow-up materials to owners who had not responded to the initial licensing notices.
- Council discussed a nuisance and safety issue involving property on West 9th Avenue, including dangerous exterior conditions, title complications, possible condemnation steps, and the need to follow the solicitor's process before any Borough cleanup or lien activity.

- Council discussed compensation, workload, and expectations for code-enforcement duties and requested a written proposal describing duties, job-description needs, and compensation expectations so Council can evaluate future options.
- Under emergency management, Council reviewed the Emergency Management Coordinator's written report and expressed dissatisfaction with it, stating that it repeated criticisms and missing-equipment concerns rather than functioning as an operational report. Discussion included the emergency-management trailer, generators, diesel-fuel storage, and access to equipment.
- Council stated that the 2026 Emergency Operations Plan remains under revision. Discussion referenced county review comments, Council's dissatisfaction with the existing draft, and a goal of bringing the plan to completion by June after further work and executive-session discussion.
- Under fire prevention and protection, Council noted that the April written report was not yet in hand and discussed following up with Chief Stowe and Chief Johnson while copying records for the archive.
- Council discussed a community smoke-alarm program under which residents could apply for free smoke alarms that would be installed by fire department personnel. Council also noted possible future Red Cross participation once more details become available.
- Council discussed possible adoption of the International Fire Code, with discussion noting that any adoption would need review, understanding of practical effects, and possible local modification.
- Under planning and zoning, Council discussed the need to amend the zoning ordinance and address problems with the zoning map. Council also stated that a sign-permit-fee resolution would be prepared for the next meeting.
- Under police protection, Council discussed redacting incident numbers or similar identifying details from public-facing police reports while keeping original records in the archive.

Public Works

- Council discussed the PennDOT Agility Program agreement and stated that Brian McNeely had a Friday call scheduled with PennDOT so that a contract could be brought forward for formal action at a business meeting.

- Council stated that additional DEP and other public-works reporting requirements are still being identified and organized.
- Council reviewed the public works asset inventory and stated that insurance records and archived materials would be used as a starting point while larger assets are prioritized first.
- Council discussed the emergency power generator project. Multiple pricing approaches were under review, including buying the generator separately and installing it later. Council stated a goal of having the generator in place by July so the building can serve emergency-management needs and potentially function as a warming or cooling location.
- Council discussed the security-camera system and unresolved access or credential issues. Discussion also referenced the movement of the emergency-management trailer and the inability to check footage when needed.
- Council confirmed that graffiti in the park had been repainted and discussed tracking the paint cost and labor hours so the public understands the expense of vandalism and cleanup.
- Council discussed the large park stump left from tree removal. One possible cost discussed for grinding the stump was approximately \$1,200 to \$1,500, while another discussed quote was substantially higher. Further budget review was anticipated.
- Council stated that the recently purchased power washer was in service and that the sewer-camera trailer purchase had already been approved from sewer-related funds. Discussion also touched on the condition of the sewer-work generator and possible future replacement if needed.
- Council revisited equipment ideas such as an asphalt hot box, screening bucket, or other tools that could support smaller in-house road repairs if major paving funds remain limited.
- Council discussed the May 9 Borough cleanup day and confirmed that public works would collect cleanup bags. Council also wanted to track the number of bags, disposal effort, and any related costs, while checking whether Waste Management could assist.
- Council stated that the yard-waste center was open and signed for public use, but discussed concerns about possible dumping by nonresidents or contractors and the need to restore camera access and public reminders.

- Under sewers, Council discussed the MS4 stormwater system, noting that outfall and catch-basin work must remain on the Borough's radar and that new grates had already been made for some work. Council also discussed the need for continuing preventative maintenance planning for the sanitary sewer system.
- Under streets, Council discussed the need to complete the spring road survey so 2026 paving priorities can move through the bid process in time for seasonal work.
- Council discussed the West 7th Avenue and 43rd Street stormwater drainage issue, including runoff bypassing the intended inlets, the likely need to cut into apparent yard areas or driveways, and uncertainty about the precise right-of-way lines that control the project.
- Council discussed Norwood Drive and possible coordination with Big Beaver on patching or paving work near the municipal boundary.
- Council confirmed that the traffic mirror near Wallace Run is on Borough property and discussed keeping it properly aligned because of repeated accidents and limited visibility at that intersection.
- Council continued the stop-sign compliance discussion and suggested using a "see something, say something" reporting tool so residents can report faded, damaged, or obviously noncompliant signs for priority replacement.
- Council discussed recent safety concerns near Jean Street, Matilda Street, and 37th Street, including possible hidden-street signage, one-way or no-left-turn ideas, PennDOT follow-up, and the desire to involve affected residents in identifying practical solutions.

Good and Welfare

- No substantive Good and Welfare announcements.

Executive Session

- Council recessed to executive session to discuss emergency management preparedness.
- Council stated on the record that the meeting would be called back into session afterward only for adjournment.

Adjournment

- Council returned from executive session, called the meeting back into session, and adjourned at 9:46pm.

Respectfully submitted,
Jenna White
Borough Secretary