

Borough of West Mayfield
Council Regular Business Meeting Minutes
4609 W. 8th Ave, Beaver Falls, PA 15010
May 13, 2026

Approved by Council: 2026-08-12

The Borough of West Mayfield Council Regular Business Meeting was called to order at 6:01 p.m. on May 13, 2026, in Council Chambers, 4609 W. 8th Ave, Beaver Falls, Pennsylvania, followed by the Pledge of Allegiance.

Roll Call

- Present: Council President Kevin Farkas, Council Vice President Justin Wichryk, Councilmembers John McAdoo, Robert Tate, Susan Istvan-Wood, and Mayor Licia Cogley.
- Also participating in the meeting were Jenna White, Secretary-Treasurer; Kathleen Brewer, Tax Collector; Joseph Budicak, Solicitor; Fire Chief Mark Stowe; and Police Chief David Johnson.
- Council stated that a physical quorum was met.

Opening Business

- Council announced that the regular business meeting would focus on agenda items requiring Council action, and attendees were asked to maintain decorum, silence phones, and note that the meeting was being recorded. Council offered paper copies of the agenda.
- During review of the current agenda, Council stated that one amendment had been made from the version published 24 hours earlier: under Professional Reporting, approval of the revised Q1 monthly financial reports would require a motion.
- No minutes were available for approval before Council proceeded with the agenda.

Office of Mayor

- Mayor Licia Cogley reported on Beaver Falls neighborhood-watch meetings and displayed neighborhood-watch signs made available for use in West Mayfield. She proposed exploring whether similar neighborhood-watch meetings could be held in the Borough beginning in September in coordination with police and fire representatives.
- Council indicated that the Mayor could continue to pursue that effort through her office and that no Council action was needed at this meeting.
- Mayor Cogley also reported that she encountered solicitors in the Borough that day, advised them that they needed a permit, and directed them to contact the Mayor's office.

Office of Tax Collector

- Tax Collector Kathleen Brewer reported that she had nothing further for Council at this meeting.

Professional Reporting

- Council reviewed the revised Q1 monthly financial reports that had been circulated in advance. Council stated that the revisions reflected corrections rather than major substantive changes, and the reports had been posted publicly. Council approved the revised Q1 monthly financial reports without objection.
- Council then reviewed the April 2026 monthly financial report that had also been sent to Council in advance. No objection was stated before Council approved the April 2026 monthly financial report.
- Secretary-Treasurer Jenna White read the following April 30, 2026 fund balances into the record: General Fund \$1,621,123.32; Highway Aid Fund \$17,686.70; PLGIT Investment Fund \$4,174.51; PLGIT Capital Purchase Fund \$1,869.37; Water and Sewage Enterprise Fund \$64,769.34; PLGIT Emergency Management Fund \$13,076.81; and Sewer Maintenance Fund \$181,296.15.
- Council discussed the importance of getting monthly financial reports to Council and the public in advance, reviewing them meaningfully before approval, and avoiding past reporting errors. Council also stated that future reports are

expected to look different as Borough financial reporting transitions to QuickBooks-generated reports.

- Secretary-Treasurer Jenna White reported no correspondence.
- Council summarized the March and April fire and police reporting as follows: Beaver Falls Fire Department responded to 12 total incidents, with \$0 fire loss and 575 training hours reported; the April Beaver Falls Police Department report reflected 52 incidents cleared and closed.
- Fire Chief Mark Stowe reported that the prior week had been busy in the Borough, including a house fire and several crashes. He also announced progress on a smoke-alarm program, stating that a smoke-alarm blitz was tentatively planned for July 11, 2026, in West Mayfield and Beaver Falls with Red Cross involvement. Residents were encouraged to call the fire department before that date if they needed free smoke alarms installed.
- Police Chief Dave Johnson reported that police had been addressing traffic complaints in different areas of the Borough by assigning officers to monitor the reported locations, observe violations, and assess traffic volume so the issues could be addressed as effectively as possible.
- Solicitor Joseph Budicak stated that an executive session would be held later in the evening to discuss litigation matters with the Pennsylvania Public Utilities Commission, emergency management preparedness, and personnel matters involving a specific employee or officer.

Citizens Comments on Agenda Items

- Arleen Catarcio, 686 Harbinson Road, asked the Borough to install curbing in front of her home because washout conditions were affecting the area in front of her house and the neighboring property. She also reported that a storm drain across from her property was clogged and needed to be dug out.
- Terry Barnes, 3606 Ann Street, stated that a branch hanging over Rock Avenue had damaged her school bus windshield several months earlier and now needed to be cut back again.
- Kathy Brewer, 3628 Matilda, told Officer Johnson that visible police monitoring near a stop sign had slowed traffic and caused some drivers who previously failed to stop to pay more attention. She also questioned why officers had been parked where they could be seen. Officer Johnson responded that officers may

sometimes position themselves to deter violations as well as to observe them, and he said residents could continue reporting the issue if it returned.

Old Business

- Under Budget and Finance, Council continued to table the resolution withdrawing the Borough from the 2010 West Mayfield/Eastvale EMA Intergovernmental Cooperation Agreement. Discussion indicated that additional business still needed to be addressed before Council could act. No objection was stated before the item remained tabled.
- Under General Administration, Council continued to table the motion regarding a work phone for the Borough Secretary-Treasurer while specifications and additional information were still being considered. No objection was stated before the item remained tabled.
- Under Public Safety, Council continued to table the resolution approving the 2025 West Mayfield Emergency Operations Plan. Council stated that work was continuing on the plan and expressed a goal of bringing it forward for Council action by July 2026. No objection was stated before the item remained tabled.

New Business - Budget and Finance

- Council considered increasing the fee for Municipal Lien Letters from \$7.00 to \$25.00 and amending the Unified Municipal Schedule of Fees accordingly. Discussion stated that the increase would bring the Borough more in line with neighboring municipalities and would also reflect the need to keep Borough revenues more current with inflation and consultant recommendations. The motion passed without objection.
- Council then considered increasing the fee for annual renewal of sign permits from \$0.00 to \$25.00 and amending the Unified Municipal Schedule of Fees accordingly. Discussion stated that the \$25 annual renewal fee would not be excessive and would apply as a flat renewal fee. The motion passed without objection.

New Business - Culture and Recreation

- Council considered a motion directing creation of a policy addressing 'in memoriam' tributes in the Community Park and elsewhere on municipal property, to be approved later by Council resolution.
- Discussion noted that memorial trees and similar tributes have been appreciated in the community but that some policy guidance is needed so the Borough can regulate what is permitted and how requests are reviewed. Council discussed using a committee review process and keeping any future policy reasonable and general in wording.
- No objection was stated before Council approved directing creation of the policy.

New Business - General Administration

- Council considered amending Resolution 2026-02-11-03, 2026 Municipal Appointments and Authorizations, to change the title 'Public Works: Contractor' to 'Public Works Operator (Part Time).' Discussion stated that the current title did not accurately reflect the position and that the role should be treated as a part-time employee position rather than a contractor position for administrative and tax purposes. The motion passed without objection.

New Business - Governance

- Council considered a motion to accept the resignation of Councilmember Robert Kaib, effective May 13, 2026.
- Discussion noted that acceptance of the resignation would start the 30-day period for Council to fill the vacancy, after which the Vacancy Board would have 15 days to act if Council did not fill the seat. Council also discussed seeking letters of interest and conducting a more deliberate process so applicants could explain their interest and qualifications for service. The motion passed without objection.

Payment of Bills

- Council took up payment of bills and ratification of purchases made by Oversight Committee Chairs. No objection was stated before Council approved that portion of the agenda.

Good and Welfare

- Kathy Brewer asked whether she could purchase flowers for the monument and vases for the ball field and asked how much she could spend. Council reviewed the budget line for Veterans Memorials and Banners, stated that \$125 had been budgeted for that purpose, and indicated that no separate motion was needed so long as the matter was coordinated through Culture and Recreation and the cost was reported.
- Council also discussed the Borough cleanup / Earth Day effort and noted that recent Saturdays had been rained out. Mayor Cogley stated that she could not do the upcoming Saturday and said she would let everyone know once a new date was determined.

Executive Session

- At 6:43 p.m., Council recessed to executive session to discuss litigation matters with the Pennsylvania Public Utilities Commission, emergency management preparedness, and personnel matters involving a specific employee or officer.
- Council stated before the recess that no business would be conducted when it returned from executive session and that the meeting would then be adjourned.

Adjournment

- Council returned from executive session at 8:21 p.m.
- Council stated that it had completed the agenda and, with no objection, adjourned the meeting at 8:22 p.m.

Respectfully submitted,
Jenna White
Borough Secretary