

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

Approved by Council: 2026-08-12

The Borough of West Mayfield Council Work Session meeting was called to order at 6:03 p.m. A recording notice, decorum reminder, and agenda-copy notice were given at the start of the meeting.

Roll Call

- Present at roll call were Councilmembers Kevin Farkas, Justin Wichryk, Susan Istvan-Wood, Jason Stoyanoff, John McAdoo, Robert Tate, and Mayor Licia Cogley.
- A physical quorum of Council was stated to be present.
- Kathleen Brewer, Tax Collector, and Jenna White, Secretary-Treasurer, also participated in the meeting discussion.

Opening Business

- Council reviewed the posted agenda. A request was made to take up Public Safety earlier in the meeting so that Councilmember Bob Tate could leave early, and the agenda otherwise stood as presented.
- No citizens were signed in to comment on agenda items.

Reports and Discussions

- Mayor Cogley reported limited spending by her office and discussed neighborhood-watch and soliciting matters. She said she had contacted police leadership to seek July dates for a meeting with Susan Istvan-Wood and Kathleen Brewer regarding police-related matters, and she reported no recent soliciting permits.

- Tax Collector Kathleen Brewer said school tax bills had gone out and that some members had received them that day.
- Under engineering, Council discussed possible needs involving the zoning map and street rights-of-way and agreed that the engineer should be consulted as needed.
- Under solicitor matters, Council noted ongoing legal work concerning park rules, draft ordinances for adoption of the International Fire Code and zoning for data centers, the Eastvale proposal, PUC litigation, and the Bailey matter.

Public Safety

- Code Enforcement Officer Robert Tate provided an update on a property on 37th Street Extension that had been posted as uninhabitable after coordination with police and other responders. Discussion covered the occupant's removal from the property, uncertainty about the status of animals at the location, and follow-up with the current owner regarding securing and cleaning the property.
- Council discussed a related concern that tax-sale property ownership changes may not be reaching borough records promptly, which affects occupancy-permit tracking and tax-bill accuracy.
- Mr. Tate also reported a continuing nuisance-property issue involving vehicles, trailers, and animal-attracting debris at a resident's property, with the possibility of returning to the magistrate if compliance is not achieved.
- Planning and zoning discussion focused on the need to update the zoning ordinance, but doing so with as many amendments as possible because the process is time consuming and costly. Updates include the zoning map, data-centers, regulation of recreational vehicles, boats, trailers, and related parking issues, etc.
- Council stated that no monthly written report had been received from the Emergency Management Coordinator. Council questioned the status of the emergency operations center, including the absence of a computer previously associated with emergency management. Emergency preparedness was scheduled to be discussed during the meeting's executive session.
- Council received a police report for the record, discussed citizen complaints about overweight trucks and brake-retarder noise on 37th Street. An action plan to address the problem with trucks should include documenting any roadway

damage, confirming placement of weight-limit signage at the east and west entrances to the Borough on Rt. 251, and possibly addressing brake-retarder use through ordinance.

- Council will begin early discussion of the Beaver Falls police agreement, which expires December 31, 2026, emphasizing the need to review the contract terms, service expectations, citizen complaints, and cost figures well before year end.
- Council commended the work PW has been doing for traffic and roadway safety, including clearing brush, erecting signs, and adding pavement markings. Council also discussed relocating or properly mounting a stop sign now attached to a utility pole near the Corner Tavern area.

Budget and Finances

- Council reported that the transition to Butler Agnew & Associates was underway, with accounting setup and access to records in progress.
- Council noted that placeholders remain on the Municipal Planner for the year-to-date budget-to-actual report and the 2026 fixed-assets list.
- Under Community Economic Development (CED), Susan Istvan-Wood reported that invitation letters for the July 18 business roundtable had gone out, with some planned hand delivery. The session is intended to introduce business owners to borough initiatives and upcoming events, including the car cruise.
- Council discussed overpayment on the Beaver Falls police and fire contract and stated that Jenna White had resolved it, resulting in a credit of \$328.13.
- Council discussed the annual fraud risk assessment reporting requirement and indicated that a July report would be prepared in a format consistent with the borough's existing resolution and records obligations.
- Council discussed the Water and Sewage Enterprise Fund and the possibility of a 30 percent rate increase beginning in 2027. Discussion emphasized that the enterprise fund should remain self-sustaining, that additional financial review is needed, and that public input should be part of the process before any formal action is taken.

Culture and Recreation

- Council reviewed the park rules returned from the solicitor with a suggested clarification that no burning or open fires be permitted except cooking on a grill. Councilmember Farkas stated that we still need clarification from the solicitor on whether the rules should be adopted by ordinance or by resolution.
- Council discussed whether memorial requests at the community park should continue to be handled case by case rather than through a new standing policy. A consensus was reached that standing policy was best so that the practice could be better regulated, transparent, and accountable to Council.
- Council reviewed the need for written operating procedures covering park-shelter rentals, concession operations, volunteer coordination, payment handling, and event checklists. Discussion included whether rental payments should be required more than seven days in advance so checks have time to clear.
- Council discussed event first-aid preparedness and the desirability of CPR certification for event volunteers, public works staff, and council members involved in borough events.
- The community room renovation effort was reviewed. Discussion covered carpet samples, possible donated installation, a mural concept, tables and chairs, and additional room setup needs. Council stated that the ad hoc renovation committee will need to be extended to September 1, 2026, and a motion would be brought forward at the next meeting.
- Council discussed the need for a mid-year park-shelter rental activity report so Council can have proper oversight of the concession by having an understanding of reservations, revenue, and overall concession activity.
- Council stated that the WMYB concession contract calls for monthly activity reporting and that follow-up is needed because reports have not been received as expected. Council also raised concerns about stored materials around the concession shelter and the status of a planned shed.
- Council reviewed upcoming events, including the August 8 community picnic and movie night, the August 15 annual car cruise fundraiser, the October 17 trunk-or-treat event, and December holiday programming. There was a discussion about simplifying the August 8 event if needed. Planning details and needs for the remaining events should be worked out by the C&R committee and volunteers.

General Administration

- Council noted that the annual general administration asset inventory is due August 15 and should include computers, printers, and related administrative equipment.
- Council discussed the ongoing reporting backlog and the July annual AORO activity report, noting that the report should reflect any activity within the reporting period.
- On public-official fidelity bonding, Council stated that additional paperwork remains to be completed for Robert Tate and Tina Lampus before the bonding matter is finalized.
- Council stated that signed acknowledgements had been obtained from public works employees Gerald Knowlton, and Jake Tate, and Brian McNeely's paperwork is still to be collected.
- Council continued discussing job descriptions and related employment-management documents for borough positions. The stated plan was to draft descriptions, circulate them for review, and place approval motions on the next meeting agenda.

Governance

- The solicitor will be asked at the next meeting to draft an updated solicitation ordinance addressing exceptions and no-solicitation signage.
- Ongoing work continues on ordinances addressing the International Fire Code adoption and data-center zoning language.
- The vacancy board had been activated for 15 days to fill the Kaib council vacancy, but VB chair Gayle Hironimus had not found a candidate.

Public Works

- Council reported that original ink-signed PennDOT Agility Program documents were needed. They will be mailed to PennDOT for review.
- The annual public works asset inventory due August 15 was discussed, with emphasis on creating a list of equipment, trucks, tools, generators, and related assets.

- Council revisited the proposed knotweed eradication initiative. Jason Stoyanoff said he planned to gather more information, including Penn State guidance, and the discussion stated that a motion remained tabled pending a more detailed proposal.
- Council continued discussing additional bids for an emergency power generator system, including separating installation, transfer or service-switch work, generator servicing, and related weatherproofing costs. Members said they want the issue resolved promptly and expressed a preference to have emergency power in place by September if feasible.
- Council noted that the community-room air conditioning failed earlier that day, but it was repaired quickly after Brian McNeely obtained service. Council discussed maintaining an alternate meeting location in case the community-room becomes unusable, with the Christian school mentioned as a possible backup subject to further planning.
- Council acknowledged that access had been regained to the security camera system at the municipal complex. 1 camera is out of service.
- For MS4 stormwater obligations, Council stated that the outfall survey had not yet been completed and should remain on the borough's radar for follow-up.
- The 2026 road paving plan remained incomplete but under discussion, with uncertainty about what level of paving work can be completed this year.
- On the roadside stormwater drainage project at West 7th Avenue and 43rd Street, Council said one nearby owner had been contacted and that additional contact or a letter would be used to move the work forward.
- Council stated for informational purposes that Duquesne Light would be replacing 65 utility poles in the borough as part of a system upgrade from 4 kV to 23 kV.

Executive Session

- Council recessed into executive session at 7:49 p.m. to discuss emergency management preparedness.
- Council returned from executive session at 8:24 p.m. and stated that no business had been conducted.

Adjournment

- The meeting was adjourned at 8:24 p.m.

Respectfully submitted,
Jenna White
Secretary