

Borough of West Mayfield
Community Room, 4609 W. 8th Ave, Beaver Falls, PA 15010

Agenda
Council Work Session Meeting
August 5, 2026 | 6pm

Call to order & Pledge of Allegiance

Announcements: Decorum, Phones, Recording, Copies of agenda

Roll call & quorum status

Review & approval of current agenda

Citizens comments on agenda items

Reports & Discussions

Office of Mayor - Licia Cogley

1. Budget Watch

Office of Tax Collector - Kathleen Brewer

1. Budget Watch
2. RETC Annual Audit

Engineer - Widmer Engineering

Municipal Engineering Work

1. Needed engineering projects

Solicitor - Joseph Budicak, Esq.

Municipal Legal Work

1. Legal review of realtor formal complaint
2. Draft ordinances
 - a. International Fire Code
 - b. Zoning (Data Centers)
 - c. Solicitation
3. JEMS Proposal
4. Litigation
 - a. PUC
 - b. Bailey

Council

Budget & Finances - Oversight: Justin Wichryk

Operations/Administrative

1. Budget Watch
2. Status: BAA transition

Policies & Procedures

1. Status: 2026 Annual training - Annual Fraud Risk Awareness
2. Discussion: Business Privilege Tax to benefit CED

Municipal Budget

1. Status: 2027 Budget Process
2. Discussion: Employee Health Insurance

Financial Management, Records & Reporting

1. Discussion: BAA Recommendation - Two FNB add on fraud prevention services
2. Discussion: STMPP Final Report: Critical Fiscal Recommendations
3. Discussion: Potential Replacement Independent Auditor - Turnley, Robertson, & Associates (TRA)
4. Status: 2026 YTD Budget to Actuals, 2026 Fixed Assets List

Municipal Funds Management & Investments

1. Status: Water & Sewage Enterprise Fund Task Force
2. Status: Surplus Monies Sweep Into PLGIT Investment Fund

Culture & Recreation - Oversight: Jason Stoyanoff

Operations/Administrative

1. Budget Watch

Policies & Procedures [See Notes]

1. Status: Resolution adopting Community Park Rules & Regulations.
2. Status: Policy Resolution: Community Park Memorials
3. Status: SOP: Park Shelter Rental Concession
4. Status: SOP: Event Checklist [eg, volunteer list, first aid preparedness, etc.]

Park Shelter Rental Concession

1. Discussion: Issues/concerns

WMYB Concession

1. Discussion: WMYB monthly report.

Programing (Events, Activities)

1. Discussion: 2026-07-29 CPR/First Aid training
2. Status: 2026-08-15 Annual Car Cruise Fundraiser
3. Status: 2026-10-17 Trunk or Treat Down in the Hollow
4. Status: 2026-12-12 Annual Holiday Party
5. Status: Date for Annual Firetruck Santa

Community Room

1. Status: carpeting, tables, old conference table
2. Discussion: Bathroom upgrade, ADA compliance, funding

General Administration - Oversight: Kevin Farkas

Operations/Administrative

1. Budget Watch
2. Discussion: Fire Resistant Filing Cabinet
3. Discussion: Outsource Asset Inventory Service

Policies & Procedures

1. Discussion: STMPD recommendations

Contracts & Agreements

1. Status: Police contract review & negotiations
2. Status: PennDOT Agility Program Agreement (acceptance)

Municipal Reporting

1. Status: Backlog of Council meeting minutes
2. Status: Backlog of municipal, state, federal reporting
3. Status: 2026 Annual AORO Activity Report (due 7/15)
4. Status: 2026 Annual General Administration Asset Inventory (due by 8/15)

Human Resources

1. Status: Public Officials Fidelity Bonding [CEO, PZO]
2. Status: Hiring 3rd Party Code Enforcement Officer
3. Status: Professional Development & Training
 - a. Signed Acknowledgements- PW Handbook
 - b. PIP (Professional Development & Training): Borough Secretary, Code Enforcement Officer, Planning-Zoning Officer
4. Discussion: HR Checklist & Required professional development training for municipal employees

Governance - Oversight: Kevin Farkas

Operations/Administrative

1. Budget Watch

Policies & Procedures

1. Discussion: Policy & protocol for handling formal complaints

Council Vacancies

1. Status: Kaib vacancy

Legal & Litigation

2. Status: PUC Settlement
3. Status: JEMS assets distribution proposal
4. Status: Bailey Request
5. Status: Legal review of realtor formal complaining against Code Enforcement Officer

Legislation (Ordinances, Resolutions, & Regulations)

1. Review: [Draft Proposal West Mayfield - Ordinance Re Fire Code](#)
2. Status: Draft Proposed Amendments to Zoning Ordinance - Data Centers, Zoning Map, etc. (Due: August)
3. Status: Draft Proposed Ordinance - Updated Solicitation Ordinance (Due September)
4. Discussion: Review of Business & Taxation Ordinance (See STMPF recommendations)

Strategic & Comprehensive Planning

1. Discussion: West Mayfield Business Roundtable
2. Discussion: STMPF Phase 1 - Final Report (and recommendations)
3. Discussion: STMPF Phase 2, Phase 3, and beyond

Public Safety - Oversight: Sue Wood

Operations/Administrative

1. Budget Watch

Policies & Procedures

1. Discussion: Public Safety Professional Reporting (ie, as Municipal Records)
2. Discussion: Public Safety Professional Development & Training (ie, as job qualifications and competencies)

Code Enforcement

1. Monthly written professional report for July 2026
2. Status: Current issues
3. Discussion: CEO policies & procedures

Emergency Management

1. Monthly written professional report for July 2026
2. Discussion: EMC and EMA policies & procedures
3. Status: 2026 Emergency Operations Plan
4. Status: Borough Emergency Operations Center

Fire Prevention & Protection

1. Monthly written professional report for July 2026
2. Discussion: Fire prevention and fire protection policies & procedures (eg, FSRC recommendations)
3. Status: AED/First Aid Kits for Municipal Building, Park [funding, training]

Planning/Zoning

1. Monthly written professional report for July 2026
2. Discussion: PZO policies & procedures
3. Status: Need to officially update Zoning Map.
4. Status: Task Force Town Hall - Data Centers & Municipal Zoning

Police Protection

1. Monthly written professional report for July 2026
2. Discussion: Policing policies & procedures (eg, handling of unauthorized solicitors, enforcing municipal codes, community engagement)
3. Status: Action Plan - Unauthorized truck traffic on Rt. 251 (37th St Ext).

Traffic, Roadway, & Pedestrian Safety

1. Status: Activities and ongoing issues.

Public Works - Oversight: Bob Tate, John McAdoo

Operations/Administrative

1. Budget Watch
2. Status: PA One Call Training (PUC mandate)
3. Status: Annual PW Asset Inventory Report (due 8/15)

Policies & Procedures

1. PW reporting, inspections

Buildings & Grounds

1. Status: Additional bids for the Emergency Power Generator System (Brian McNeely, Justin Wichryk)

Equipment & Vehicles

1. Status: Proposals for needed equipment.

Sanitation & Waste

1. Discussion: Waste Management “Shred It” Community Event

Sewers

1. MS4 Stormwater System
 - Status: 2026 Outfall Survey (due June)

Streets

1. Status: 2026 Road Paving Plan (due April)
2. Status: Roadside Stormwater Drainage Project: W 7th & 43rd St
3. Status: Wright Asphalt contact guarantee for 2025 paving work

Good and Welfare Announcements

Adjournment