

**West Mayfield Meeting Minutes**  
**4609 W 8<sup>th</sup> Ave Beaver Falls PA 15010**  
**January 5<sup>th</sup>, 2026**

Approved by Council: March 11, 2026

The reorganizational meeting was called to order at 6PM followed by the pledge of allegiance.

**Roll Call:**

Mayor: Licia Cogley – Secretary/Treasurer: Jenna White – Solicitor: Joe Budicak  
(presence not required)

Bob Tate (excused, absent) – Kevin Farkas – Susan Istvan-Wood – John McAdoo  
(excused, absent) – Justin Wichryk – Bob Kaib

**Overview**

- New leadership: Kevin Farkas elected Council President; Justin Wichryk elected Vice President.
- Justin formally declined his 4-year council seat council declared a vacancy and started a 30-day clock to fill it.
- Meeting schedule set: Workshops first Wednesday @ 6:00 PM, Business meetings second Wednesday @ 6:00 PM
- Garbage service transition: Waste Management invoices being sent; council posting customer-service number on website and coordinating on billing issues.

**Nominations & Elections and Pledge & Oath of Office**

- Two nominations for council president were made: Bob Tate nominated by Bob Kaib; Kevin Farkas nominated by Susan Istvan-Wood.
- Roll call vote was chosen; paper ballots and public nominations were disallowed; Roll call vote went as follows:
  - o Mrs. Susan Istvan-Wood – Kevin Farkas
  - o Mr. Kevin Farkas – Kevin Farkas
  - o Mr. Bob Kaib – Bob Tate
  - o Mr. Justin Wichryk – Bob Tate

- Mayor Licia Cogley breaks the tie vote by electing Mr. Kevin Farkas as council president
- Mr. Justin Wichryk is nominated as council vice president by Mrs. Susan Istvan-Wood and the roll call vote went as follows:
  - Mrs. Susan Istvan-Wood – Justin Wichryk
  - Mr. Kevin Farkas – Justin Wichryk
  - Mr. Justin Wichryk – Justin Wichryk
  - Mr. Bob Kaib – Justin Wichryk
  - Mr. Justin Wichryk is elected as council vice president.

### **Mayor Remarks & Reorganization**

- West Mayfield Council recognizes Mr. Kevin Farkas as new president and Mr. Justin Wichryk as new vice president and the gavel is passed onto Mr. Farkas.

**The meeting is announced as a regular business meeting at 6:15PM by council president Mr. Farkas.**

- President Farkas described the year as transformational with 6 new council members and a steep learning curve but states the borough has a great opportunity to create a municipality and community that's been desired for a while.
- Reliance on Chrissy Barkfelt for citizen support; significant citizen involvement required.
- Old fire department (WMVFD) interested in having Bingo or other events at their social hall. They are invited to attend a council meeting or workshop in January or February to present a plan and request for parking access.
- Garbage service satisfactory; one missed pickup occurred because trash was not set out; Justin contacted and corrections are expected.
- Waste Management transition received praise; ordinance requires trash in lidded bins; one missed pickup occurred because trash was not set out; reported issues included duplicate billing and a truck driving into a yard; WM customer service contact is 1-800-866-4460 and Mrs. White is designated as Borough contact in case of any questions/concerns.
- President Farkas states he'll send weekly memos out to all of council including updates every Monday

### **Citizens Comments**

- Mr. Jake Tate (335 Brook St)
  - o States he'll be available for all questions/concerns for street department as long as necessary
  - o States he'll help borough in any emergency situation needed
- Ms. Christine Barkfelt (1015 37<sup>th</sup> St)
  - o Questions Waste Management flyer that states the borough has unlimited trash service but must be in a lidded garbage can to be picked up
    - Mr. Justin Wichryk responds as long as bags are not torn apart by wildlife and they are cleaned up and easily accessible by WM the bags of trash will be collected regardless if they are in a lidded can or not as long as approved by code enforcement in the borough

### **Old Business**

- President Farkas states as a change to previous council practice rather than having a motion to move on from section to section on the agenda council will move forward with agenda items unless there is a motion to raise an objection pertaining to an agenda item.
- Council tabled all remaining all old business until January 14<sup>th</sup>, 2026 meeting.

### **New Business**

- Vacancy was declared due to Mr. Wichryk refusing the four-year seat and committing to the two-year seat; declaration started the 30-day clock to fill the seat on council.
- Council adopted the 2026 public meeting schedule: workshops first Wednesday 6:00 p.m., regular business second Wednesday 6:00 p.m., and authorized advertisement.
  - o Ms. Istvan-Wood makes a motion to accept the resolution setting the 2026 schedule of public meetings which is seconded by Mr. Wichryk and the motion passes without objection.
- Council tabled all remaining business until January 14<sup>th</sup>, 2026 meeting and approved motions to pay the bills.

Mr. Justin Wichryk makes a motion to adjourn the meeting at 6:30PM which is seconded by Mr. Kaib and the motion passed unanimously.

**Respectfully submitted,**

**Jenna White**

**Borough Secretary**

# **Borough of West Mayfield Council Regular Business Meeting Minutes**

**Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010**

**January 14, 2026**

Approved by Council: June 10, 2026

The Borough of West Mayfield Council Regular Business Meeting was held at Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010, on January 14, 2026 at 6pm.

## **Call to Order**

The meeting was called to order at 6pm, followed by the Pledge of Allegiance, followed by the Pledge of Allegiance, and announcements by the President. The meeting opened with decorum reminders, notice that the meeting was being recorded, distribution of agenda copies, and confirmation that the agenda had been published 24 hours in advance.

## **Roll Call**

Present: Susan Istvan-Wood, Kevin Farkas, Bob Tate, Justin Wichryk, John McAdoo, Mayor Licia Cogley, and Solicitor Joe Budicak. Excused: Bob Kaib

A physical quorum was present.

## **Opening Business**

The oath of office was administered to John McAdoo.

Council discussed being backlogged on prior minutes and entertained a motion to take up approval of those minutes in February so council would have additional time to review them. The motion proceeded without objection.

The agenda was amended to add a motion regarding the West Mayfield fire department parking lot proposal under New Business.

Council also changed the order of business to hear the Strategic Management Planning Program presentation before officer reports and to allow Jason Heaton to address council before that presentation.

### **Fire Department Parking Lot / Sign Proposal Presentation**

Jason Heaton, speaking for the West Mayfield Volunteer Fire Department presented a proposal for use of the borough parking lot and borough access to the sign for community notices.

The proposal described use of the sign for borough announcements with requested advance notice, fire department responsibility for clearing vehicles after events, no storage of vehicles or trailers except the already approved storage container, cleanup and grounds maintenance by the fire department, and notice to council of dates and times when the parking lot would be needed.

Questions were raised about how often events would occur, insurance, and the fact that details were not yet finalized.

Council stated the proposal would be taken up later under New Business.

### **Strategic Management Planning Program Presentation**

Graduate students from the University of Pittsburgh, with advisors George Dougherty and Dana O'Connor and in conjunction with George Newsome and the Pennsylvania Department of Community and Economic Development, presented the Strategic Management Planning Program Step 3 management audit and review.

The presentation summarized prior financial findings, including revenue and expenditure trends, warning signs in per-capita revenues and expenditures, and projected operating deficits if current conditions continue.

Recommendations in administration and operations included segregation of financial duties, possible outsourcing of bookkeeping or formal QuickBooks training, standardized monthly financial reports with budget-to-actual accounting, written job descriptions and personnel policies, and adoption of financial policies.

Public works recommendations included a road maintenance plan, snow removal plan, sewer improvement plan, park maintenance plan, safety training, equipment replacement planning, and greater intergovernmental cooperation.

Community and economic development recommendations included technical assistance for grants, ordinance codification, code-enforcement support, elected-official training, use of PLGIT, and a future comprehensive plan with zoning updates.

George Newsome explained the implementation process, including adoption of the final plan by motion, project prioritization, and potential future DCED implementation funding.

Council thanked the presenters and was advised that a final report would follow in the coming weeks.

### **Office of Mayor / Tax Collector / Professional Reports**

The Mayor reported no additional business-related items.

Tax Collector Kathy Brewer reminded residents that 2025 borough taxes must be paid by March 31 and that 2026 tax bills would be issued March 1.

Borough Secretary-Treasurer Jenna White reported fund balances as of December 31, 2025, including the General Fund, Liquid Fuels Fund, PLGIT accounts, Water and Sewer Fund, and Emergency Management Fund, and stated that the financial report was available on the website. Fund balances are listed in the January Monthly Financial Report.

An update was given on the cell tower matter: a clean title search was conducted. An “as-built” survey had been completed, and additional follow-up was expected.

Correspondence reported by the Secretary-Treasurer included a letter of interest from Jason Stoyanoff for the council vacancy, contact from Keystone Municipal Services Consulting regarding zoning/planning/code-enforcement services, a request from Widmer Engineering for reappointment as borough engineer for 2026, notice that the MS-329 paving project had been approved through Liquid Fuels, and notice that the annual police report would be presented in February 2026 because of technical issues related to data migration.

Code enforcement reported one occupancy permit and one excavation permit for the month, noted that landlord agreements were beginning to come in, and discussed enforcement and tracking concerns under the rental-property ordinance.

Emergency management reported that updated council information would be needed, a county hazardous-material plan contained outdated information, and revisions to emergency planning documents were underway.

Fire department representation reported that the annual report would be presented in February because of issues with county CAD data migration.

A zoning matter involving an owner seeking to retain an apartment use was discussed; the issue was described as requiring a variance for a true two-family dwelling in the district.

The solicitor commented that the applicable term in the ordinance was 'two-family dwelling' and confirmed that a variance would be required for that use in the R-1 district.

### **Citizens Comments**

Kathy Brewer, 3628 Matilda St, commented that the council chambers/meeting space was outdated, cluttered, and in need of cleaning, painting, reconfiguration, tables, and chairs, and expressed willingness to help with improvements.

Jason Stoyanoff, 904 Rock Ave., stated that he was interested in the council vacancy and, when later speaking in support of his candidacy, said he wanted to become more involved, help residents, contribute ideas on emergency management, maintenance, and communications, and assist with the borough website and information flow.

Bill Heaton, 3612 Knappe St., provided council with a briefcase and materials related to sewer management and floodplain matters and asked about the sewer camera purchase and refuse/e-waste arrangements. Council discussed Waste Management billing, rollout issues, e-waste/hazardous-waste questions, and stated that service would continue while invoicing issues were worked out.

### **Old Business**

The resolution approving the 2025 Emergency Operations Plan was discussed. Council stated that revisions were still being made based on county comments and that additional council-specific planning materials also needed review.

A motion was made to table the Emergency Operations Plan resolution indefinitely/until the matter could be prepared as needed for council, and the matter was tabled without objection.

Council then considered the vacancy in the office of member of council. Jason Stoyanoff was confirmed on the record as having been a resident for 12 months and a registered elector and was invited to speak.

A motion was made and seconded to appoint Jason Stoyanoff to fill the council vacancy for a two-year term until the next municipal election. The motion carried without objection.

Mayor Licia Cogley administered the oath of office to Jason Stoyanoff, who then joined council.

### **New Business**

The resolution covering 2026 municipal appointments and authorizations was reviewed in overview form, including appointments relating to open records officer, the secretary-treasurer, code enforcement, emergency management, engineer, independent auditor, public works consultant, solicitor, commercial code enforcement, vacancy board chair, website administration, zoning, deputy tax collector, and banking institutions.

Because some information was incomplete, including the assistant treasurer position, a motion was made and seconded to table the municipal appointments and authorizations resolution to the February workshop. The motion carried without objection.

The proposed 2026 municipal fees schedule was discussed in light of inflation and borough revenue needs. A motion was made and seconded to table the municipal fees matter to the workshop for further review. The motion carried without objection.

Council considered the resolution awarding the refuse collection contract to Waste Management of Pennsylvania for collection, removal, and disposal of garbage and refuse in the borough from January 1, 2026 through December 31, 2028. A motion was made and seconded, and the resolution passed without objection.

Council considered a resolution reforming council committees by replacing standing committees with broader oversight areas and allowing ad hoc committees. Discussion focused on transparency and whether committee or working meetings should be posted on the municipal website even when not legally required to be advertised under the Sunshine Act.

The council committee reform resolution was passed as amended without objection after discussion of public-notice/website language for committee meetings.

Council discussed a proposed resolution requesting an increase in the cable television franchise fee from 3% to 5%, including Comcast's position that any amendment would require agreement by both parties and the effect of the increase on residents' bills. A motion was made to table the matter until citizen outreach/survey work could be done and comparison information gathered; the matter was tabled.

Council discussed a proposed resolution withdrawing the borough from the 2010 West Mayfield/Eastvale EMA intergovernmental cooperation arrangement, including questions about the missing written agreement, JEMS history, related funds and equipment, and potential legal concerns. The matter was tabled for further review and follow-up, including solicitor review of available documentation.

Council considered and approved without objection the creation of an ad hoc renovation committee to transform council chambers into a multipurpose community room, with the committee to report to the government oversight chair, seek prior council approval for proposals and funding, use the designated budget category, and expire July 1, 2026.

Council then considered renewal of 2026 membership in the Beaver County Regional Council of Governments at a cost of \$477.67. After discussion about accountability and use of the membership, language was added providing that Council President Farkas would serve as the borough representative and make regular reports to council. A motion was then made and seconded, and the membership renewal passed as amended without objection.

The motion regarding the West Mayfield fire department parking lot proposal was tabled to the workshop so the solicitor could review the proposal and additional questions, including insurance and related terms, could be addressed.

**Payment of Bills**

Council moved into payment of bills and ratification of purchases which passed unanimously.

**Good and Welfare**

Council discussed the borough Christmas party held at the school, noting lower turnout because of icy roads but stating that the event went well and children received gifts.

Discussion included volunteer help, supplies purchased for the event, extra candy being donated and a suggestion that thank-you notes be addressed at a future work session.

Council also discussed creating a calendar of annual events and taking that topic up at a future work session.

**Adjournment**

The meeting was adjourned at

**Respectfully submitted,**

**Jenna White**

**Borough Secretary/Treasurer**

**Borough of West Mayfield**  
**Council Work Session Meeting Minutes**  
**Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010**  
**February 4, 2026**

The Borough of West Mayfield Council held its regular work session meeting on February 4, 2026, at Council Chambers, 4609 W. 8th Ave, Beaver Falls, Pennsylvania. The meeting was called to order at 6pm and council proceeded through the advertised agenda as a discussion-focused work session in preparation for the next business meeting.

**Roll Call**

- Kevin Farkas - present.
- Justin Wichryk - present.
- Robert Tate - present.
- Jason Stoyanoff - present.
- John McAdoo - present.
- Mayor Licia Cogley - present.
- Solicitor Joseph Budicak - present.
- Bob Kaib – present.
- Susan Istvan-Wood – present.

A physical quorum of Council was met.

**Opening Business**

- Council noted that the session was being recorded and that the purpose of the work session was to review reports, discuss issues, and prepare items for action at the next business meeting.
- Approval of prior minutes was deferred because members did not have the needed copies available during the meeting; the minutes were to be resent for later review.
- The advertised agenda was presented for the meeting, and no changes were recorded in the transcript.

## **Citizen Comments**

- No formal citizen comments were taken at the start of the meeting.
- Council advised that members of the public could raise comments later during Good and Welfare if needed.

## **Office of Mayor**

- The mayor reported that the recent snowstorm had a borough-wide impact and said borough workers and volunteers had worked to keep roads open and assist residents.
- The mayor stated that salt and related winter resources were on hand and that operations were functioning, while also noting a cracked windshield issue on borough equipment.

## **Office of Tax Collector**

- Tax Collector Kathleen Brewer said she needed approximately \$500 in postage to mail tax bills and planned to order the bills so they could be mailed by March 1. Secretary-Treasurer, Jenna White, will purchase and provide postage to Mrs. Brewer.
- The tax collector requested monthly copies of building permits and occupancy permits so assessment changes and interim tax bills could be processed accurately; council discussed preparing a policy resolution to formalize that procedure.
- The tax collector stated that she intended to send a letter requesting proof of whether the former fire department property remains entitled to tax-exempt status.

## **Council Leadership**

- Council continued discussion of its new oversight structure for budget and finance, culture and recreation, general administration, government, public safety, and public works.
- During discussion, Kevin Farkas identified government as his area, Justin Wichryk was identified with budget and finance, Bob Kaib was identified for public safety, and Jason Stoyanoff agreed to start with culture and recreation.
- Council noted that additional leadership discussion would continue because not all council representation was settled during the meeting.

## **Budget and Finances**

- Council reviewed the Butler Agnew auditor engagement proposal and discussed bringing a five-year service plan forward for consideration at the next business meeting.
- Council revisited the previously tabled fire department parking lot use proposal and discussed preparing a borough-drafted resolution covering scheduling, fees, maintenance responsibilities, insurance, liability, and broader public use standards for the lot.
- Council discussed previously tabled matters involving the Comcast franchise fee resolution, the West Mayfield-Eastvale emergency management agreement, and proposed municipal fee increases, with the expectation that revised materials would be prepared for the next meeting.
- Council emphasized the need for stronger financial controls, including reconciliation practices, clear banking authorizations, and formal written policies governing fiscal handling.

## **Culture and Recreation**

- Council discussed creating a 2026 calendar of events and activities so recurring borough programs could be planned earlier in the year, including the veterans banner program and related timing decisions.
- The renovation committee reported that wall items had been removed, holes had been patched, additional prep work was scheduled, and painting was expected to begin after the next council meeting with the goal of substantial completion by the end of February.
- Council discussed obtaining a cost list for paint and supplies, reviewing paint color choices at the next meeting, and later addressing tables, chairs, and other room-improvement needs.
- Jenna White asked whether she should continue handling park rental agreements and in-person arrangements; council indicated that she should continue coordinating that work in cooperation with Jason Stoyanoff.

## **General Administration**

- Jenna White reported that she had what she needed to continue her work as secretary-treasurer.

- Council reviewed the developing municipal planner being used to track deadlines, reports, meetings, recurring obligations, and responsible parties across borough operations.
- Council also discussed development of a more formal human resources program, including employee policies, training, onboarding and offboarding procedures, and recovery of keys, passwords, and borough property when officials or employees leave their roles.

## **Government**

- Council reviewed a forthcoming annual appointments and authorizations resolution and noted that some items, including the assistant treasurer position, might still need to be filled or amended later.
- During the discussion of code enforcement responsibilities, council noted ethics concerns with a borough official handling inspections involving that official's own properties and discussed the need for an alternative arrangement.
- Council discussed professional development through municipal training programs and continued work to scan, catalog, and manage borough records in accordance with state retention requirements.
- Council also discussed making approved minutes available to the public and continuing efforts to reduce the records backlog.

## **Public Safety**

- Code enforcement reported two occupancy permits and said implementation of the rental property ordinance was underway, with additional administrative details still being refined.
- Council discussed recent emergency operations plan training for council and the mayor and said a complete copy of the emergency operations plan should be kept in a secure borough location for council access.
- The status and supporting paperwork for the West Mayfield-Eastvale emergency management agreement remained under review, including questions about jointly owned equipment.
- Council also discussed securing access to the municipal parking lot as a public safety concern and indicated that a chain across the entrance would be considered.

## **Public Works**

- Council said Brian McNeely, Lead Operator, should continue attending work sessions and discussed giving him greater day-to-day operational authority in public works matters.
- Council discussed revisiting the PennDOT Agility Program and identified the need to improve public works handbook, training, and documentation practices.
- Brian McNeely reported concerns with an older pickup truck, including rust, frame deterioration, and inspection problems, and council directed Brian McNeely and Robert Tate to develop options and a plan for the next meeting; council also noted that a newer truck had run out of inspection.
- On sewer operations, council discussed the corrective action reporting schedule, heard that the December 2025 CAP report had reportedly been submitted, and said follow-up was needed on the January 31, 2026 report.
- Council discussed making the borough sewer camera operational, including the possible need for a generator, trailer setup, storage arrangement, and recording equipment.
- Public works reported that salt supplies were adequate after six loads were received, and council discussed placing the next road-salt order by the March deadline, with a 200-ton figure mentioned during discussion.
- Council reviewed snowstorm operations, including plowing practices, blocked sight lines from snow piles, hydrant clearing, and the need to document and address employee training issues.
- Council said street paving bids should be prepared earlier in the year and discussed adopting a policy to have paving requests for bids out by May.
- The meeting also included discussion about whether a diesel fuel tank should remain stored in the garage, with a recommendation to confirm safety and insurance implications.

### **Adjournment**

- After council stated that the agenda had been covered, the meeting was declared adjourned at 8:06PM with no objection.

**Respectfully submitted,**

**Jenna White**

**Secretary-Treasurer**

Approved by Council: July 8, 2026

**Borough of West Mayfield**  
**Council Regular Business Meeting Minutes**  
**Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010**  
**February 11, 2026**

The Borough of West Mayfield Council held its regular business meeting on February 11, 2026, at Council Chambers, 4609 W. 8th Ave, Beaver Falls, Pennsylvania. The meeting was called to order at 6pm, and opened with the agenda displayed publicly, formal roll call, and acknowledgment that a physical quorum was present, allowing one council member to participate and vote by telephone.

**Roll Call**

- Kevin Farkas - present.
- Justin Wichryk - present.
- Robert Tate - present.
- Jason Stoyanoff - present.
- John McAdoo - present.
- Mayor Licia Cogley - present.
- Solicitor Joseph Budicak - present.
- Bob Kaib – present.
- Susan Istvan-Wood - present by telephone

A physical quorum of Council was met.

**Opening Business**

- The chair announced that the agenda would be displayed on the projection screen and that hard copies were available upon request.
- Council noted that several prior meeting minutes remained in backlog and would be reviewed for approval when ready.
- The chair stated that the agenda had been advertised the previous day and announced one amendment adding an item concerning creation of a policy for use of the West 8th Avenue parking lot.

## **Office of Mayor**

- Mayor Licia Cogley reported that she had submitted the 2025 floodplain report, which she said was due February 22.

## **Office of Tax Collector**

- Tax Collector Kathleen Brewer reported that she had no announcements.

## **Professional Reports**

- Jenna White, Secretary-Treasurer, reported the following balances as of January 31, 2026: general fund \$1,053,927.94; liquid fuels \$31,246.70; PLGIT investment \$4,139.01; PLGIT capital purchase \$1,853.48; water and sewer \$116,064.38; emergency management \$12,965.62; and aqua money fund \$181,184.57.
- The police report stated that 51 incidents were cleared and closed. The fire report listed nine incidents, including one structure fire, one false alarm, one carbon monoxide call, one motor vehicle accident, four medic rescues, and one lift assist, with estimated fire loss of about \$1,000 and 277 training hours.
- The Police Chief, David Johnson, said the annual report remained incomplete while county data issues were being resolved, but reported 434 dispatched calls for 2025.
- Jenna White reported that Elite Athletics had inquired about renting the baseball fields for June 13 and 14. Council discussed the need for a rental process, contract terms, and fee structure before approving outside field rentals.
- Joe Budicak said signature paperwork related to the baseball field matter was ready to be completed and agreed to provide a clean copy of the rental occupancy ordinance.
- Joe Budicak also gave a legal overview of the 2010 joint emergency management arrangement involving West Mayfield, Eastvale, and Beaver Falls, explaining that the arrangement had never been formalized as a separate legal entity and that questions about funds, equipment, and withdrawal remained unsettled.

## **Citizens Comments**

- Teresa Goe, 1011 37th Street, reported that a Waste Management bill had been issued in the prior owner's name for a detached garage at her property. Council advised that Jenna White would act as liaison with Waste Management to correct billing errors.

- Council members stated that similar account-name issues had affected multiple properties because Waste Management had relied on outside data rather than a complete prior customer list.

## **Old Business**

- Council considered the proposed West Mayfield Volunteer Fire Department parking lot use agreement and, after discussion of sign access, permitted uses, and broader borough control of the property, voted without objection, not to accept the proposal in its current form. Multiple members stated objections on the record before the proposal was rejected.
- Council approved the 2026 municipal schedule of fees without changing the existing fee amounts. No opposing vote was stated on the record.
- Council approved a resolution requesting an increase in the cable television franchise fee from 3% to 5%, with discussion noting that any change would still depend on Comcast agreement. No opposing vote was stated on the record.
- Council tabled the proposed resolution withdrawing the borough from the 2010 West Mayfield-Eastvale emergency management arrangement until further notice without objection.
- Council approved the annual municipal appointments and authorizations resolution, covering designated officers, professionals, banking and account authorizations, and related administrative roles, with the understanding that later amendments could be brought forward as vacancies or details were resolved. During the line-item review, no objections were stated to the listed appointments and authorizations before the question was called.
- Council again tabled the resolution approving the 2025 West Mayfield Emergency Operations Plan until further notice while remaining issues were worked out, with no objection stated to tabling the item.

## **New Business**

- Council approved a policy resolution requiring copies of building permits and occupancy permits to be provided to the borough secretary-treasurer, Jenna White, and then forwarded to the tax collector, Kathleen Brewer, each month. No objections were stated on the record before the motion passed.
- Council approved the five-year option for the 2025-2029 auditing services engagement with Butler, Agnew & Associates by unanimous vote.

- Council approved a resolution directing creation of a fraud risk management policy for later presentation to council. No objection was stated before the resolution passed.
- Council approved a resolution moving forward with a borough policy governing use of the West 8th Avenue parking lot, including possible rental terms and fee structure. During discussion, council stated that the status quo would remain in place until a new policy was adopted. No objection was stated before the resolution passed.
- Council approved a motion directing Secretary-Treasurer Jenna White and Public Works Chair Bob Tate to review the current employee handbook with public works employees and document employee acknowledgment for borough personnel files by March 1, 2026. No objections were stated.
- Council approved a resolution authorizing destruction of public meeting audio-video recording files after the corresponding written minutes are approved, so long as the recordings are used as working documents in preparation of the minutes. No opposing vote was stated on the record.
- Council approved a motion directing the Emergency Management Coordinator, Eli Kosanovich, by February 18, 2026, to file and store the complete West Mayfield Emergency Operations Plan in a secured manner at the borough's Emergency Operations Center so it would be accessible to council members and the mayor as needed. No objections were stated.
- Council approved a motion directing Public Works to secure, without a lock, the vehicle entrance to the municipal parking lot on West 8th Avenue on March 1, 2026, to create an operational policy for access management, and to direct the borough secretary-treasurer to notify the fire department to remove its property from the lot by April 1, 2026. No opposing vote was stated on the record.
- Council approved a resolution requiring road paving, repair, or maintenance requests for bids to be published no later than May each year, with discussion reflecting a May 31, 2026 target. All recorded votes were yes.

### **Payment of Bills**

- Council reviewed and discussed recent purchases, including approximately \$504 for LED garage lighting and approximately \$180 for a replacement printer for the borough office.

- Council also discussed an expected towing bill arising from a snowstorm incident involving a borough truck and directed follow-up with the insurance carrier before further action.
- Before adjournment, council returned to the agenda item and approved payment of the bills. When the chair asked for opposition, none was voiced.

### **Good and Welfare**

- Council discussed follow-up on the DEP corrective action report, with members stating that the work was in progress.
- A concern was raised about a large sinkhole on Boden Street, and council indicated the area should be inspected to determine whether it needed to be blocked off.
- Additional discussion covered pickup-truck repairs, meeting-room renovation work, paint selection, and an insurance claim for a cracked windshield on a borough truck.

### **Adjournment**

- After approving payment of bills, the meeting was adjourned at 7:57 p.m.

**Respectfully submitted,**

**Jenna White**

**Borough Secretary-Treasurer**

Approved by Council: July 8, 2026

**Borough of West Mayfield**  
**Council Work Session Minutes**  
**Community Room, 4609 W. 8th Ave, Beaver Falls, PA 15010**  
**March 4, 2026**

Approved by Council: 2026-08-12

The Council Work Session Meeting of the Borough of West Mayfield was called to order at 6:06 p.m., followed by the Pledge of Allegiance. A physical quorum of Council was stated to be present.

**Roll Call**

- Present: Kevin Farkas, Justin Wichryk, John McAdoo, Bob Kaib, and Mayor Licia Cogley.
- Absent, excused: Susan Istvan-Wood and Robert Tate.

**Call to Order**

- Before the business agenda began, attendees were asked to silence phones, note that the meeting was being recorded, and observe decorum.

**Opening Announcements**

- Council reviewed the agenda and noted additions including a Waste Management update before citizens comments, a request concerning West Mayfield Youth Baseball's use of the skid steer, and minor additions to Brian's equipment list.
- It was noted that hard copies of agenda materials remain available on request even as the Borough continues to reduce paper use where possible.
- A brief tax-collection reminder was noted that tax bills were going out in early March.

### **Office of Mayor**

- Mayor Licia Cogley reported that preparations for the March 21 Easter Egg Hunt were nearly complete and discussed placement of event signs, including use of the Honor Roll area and yard used last year.
- An April cleanup day tied to Earth Day was also noted.

### **Office of Tax Collector**

- Tax Collector Kathleen Brewer stated that she had what she needed to perform her work.
- A request was made for Public Works to place eight cones at the kitchen shelter for use during the Easter Egg Hunt.

### **Special Presentation**

- Waste Management representative, Terri Fischer, introduced herself, said the new refuse service had already handled “At Your Door” collections in the Borough, and confirmed that the Borough’s park container was scheduled for service beginning May 18, 2026.
- Council discussed the need for a lock on the park container, and Waste Management explained that a gravity lock bar could be used with the borough’s own padlock.
- Waste Management also confirmed Friday bag pickup at the Borough building and recommended that future refuse bid specifications expressly require delivery of the customer address list.

### **Citizens Comments**

- Scott McGee, West Mayfield Youth Baseball (WMYB), addressed the Council regarding field improvements and 2026 season planning. He reported that new turf had been delivered, that installation was expected soon and that the groups field day was being targeted for March 28, and that community day was expected on April 25 with participation from 93.7 The Fan.

- Mr. McGee requested guidance and eventual permission for placement of a prefabricated storage shed at the park, preferably on an existing pad near Field 1, so that the group could store equipment and avoid using bathrooms and shelters for storage.
- Council discussed floodplain concerns, possible use of an existing garage instead of or in addition to a shed, and the need to review insurance and amend the baseball agreement if Borough space is used. Jason Stoyanoff and Bob Tate were asked to coordinate a site review and bring a more concrete motion or recommendation to the next meeting.
- A request was also raised about obtaining surplus fire hose for use as permanent foul lines, with further coordination to occur outside the meeting.
- Nora Soos, 132 37th St. Ext., commented on the need for clearer exterior signage identifying the Borough building on W. 8th Avenue and from the 37th Street approach so visitors do not mistake it for a maintenance building.

## **Budget and Finances**

- Council reported that a QuickBooks invitation was still pending for one participant and continued to emphasize system-generated financial reporting as a way to reduce spreadsheet and reporting errors seen in older Borough records.
- Regarding Comcast, it was reported that the signed resolution had been emailed and that Council would wait another week before considering a certified letter if no response was received.
- Council continued discussing the Borough's withdrawal from JEMS, including prior contributions, equipment purchases, and whether a simple split or buyout proposal could be brought forward, but no final action was taken at this work session.
- A revised draft parking lot use agreement and proposed fee categories were discussed for circulation and possible action at the March 11, 2026 business meeting.
- The proposed fraud risk management policy remained in development, with a template reportedly available from Butler Agnew & Associates.

- Council discussed creating or finalizing a fixed asset list through QuickBooks and cross-checking Borough equipment against insurance schedules.
- Service-provider agreements remained under review, including website administration, Butler Agnew, Widmer Engineering, CodeSys, and PERMA (H.A.Thompson) records, with Council seeking to confirm current contracts, fee schedules, and related documentation.
- The proposed West Mayfield business roundtable previously targeted for March 14 was discussed as likely needing postponement to a later date, possibly April 14.

## **Culture and Recreation**

- The renovation committee reported that wall-washing had been completed, a paint color had been selected pending Council agreement, and additional furnishings such as tables and a carpet runner remained as future needs.
- Council discussed finding storage or disposal options for a large table and also raised the broader idea of improving bathroom accessibility, including a possible unisex ADA-compliant restroom.
- Council encouraged planning a full 2026 events calendar for use on the municipal planner, Borough calendar, and social media.
- For the March 21 Easter Egg Hunt, Council discussed the need for an Easter Bunny volunteer and promotional details.
- The Veterans Banner Program was discussed briefly, including timing for new banner orders before banners are installed closer to Memorial Day.
- Updated shelter-rental terms and a separate kitchen-use agreement were discussed, including liability-insurance requirements and whether late payments should be restricted to cash or money order if checks may not clear in time. The proposed changes were to be reviewed further with the solicitor and the Culture and Recreation group.
- Council discussed a request to waive park and shelter fees for West Mayfield Youth Baseball's July 18-19 use of the park and indicated that a formal motion would be brought at the next meeting. The discussion contemplated use of all three shelters.

- The condition of the second parking lot at the park was discussed, including whether the Borough and the baseball organization may need a shared approach to repairs or re-slagging.
- It was also confirmed during discussion that the Borough continues cutting grass under the existing arrangement, except around the nets.

## **General Administration**

- The Secretary-Treasurer reported that a letter had been sent to the former fire department directing that stored items be removed by April 1, and no response had been received as of this meeting.
- Council reviewed the Public Works employee handbook and discussed missing amendments previously approved by Council. The consensus of the discussion was to use the previously approved handbook with Council-approved amendments for employee signatures, while a separately rewritten handbook would require future Council review before adoption.
- Onboarding and offboarding procedures remained in progress, including recovery of keys, identification of active accounts and credentials, and preparation of a master list of accounts.
- During that discussion, it was reported that Bill Heaton was still associated with at least one account, that Jake retained keys under contract, and that Bill retained keys in connection with emergency-management duties.
- A snowplow tow bill of \$822.50 was reported and Council directed that insurance be asked whether any coverage applied. A separate windshield replacement expense was reported as not covered.
- Council reaffirmed that work on an online municipal payment system could proceed, with Jenna White and Justin Wichryk involved in moving that effort forward.
- The backlog of meeting minutes was reported as expected to be completed by Friday or Saturday.
- A new Public Works timeclock app was discussed. Council generally agreed that after-hours callouts should allow an employee to clock in from the location where

the callout is received, subject to the existing minimum-callout discussion and future formal approval.

- Council discussed the need to reset and control access to municipal security-camera credentials and to treat password changes as part of offboarding when personnel or officeholders leave.
- A Borough letterhead template using the approved logo/motto was presented for routine correspondence, and Council discussed the need for official correspondence to be approved before being sent on behalf of the Borough.

## **Government**

- Council discussed the need to amend the Appointments & Authorizations Resolution at the next Regular Business meeting.
- The President of Council stated that Appointment Confirmation Letters were sent out to municipal officers and appointed officials.
- Discussed was an Ethics Act requirement that all officials, officers, and certain other persons must complete a Statement of Financial Interests and file this form with the BST or State Ethics office.
- The ordinance Establishing the Licensing of All Rental Units Including Single-Family and Multiple Family Dwellings, Boarding, and Rooming Houses is now online,
- Council discussed the need for a resolution (required by the Municipal Records Act) stating its intent “to follow schedules for retention of records set forth in the Municipal Records Manual.” A resolution will be ready for consideration at the March Regular Business Meeting.

## **Public Safety**

- Code Enforcement Officer Bob Tate reported on the progress of the Rental Property Licensing program, and that progress was starting slowly to identify rental properties.
- Councilmember Bob Kaib is still available as a 3rd party CEO

- Bob Tate raised the prospect of a salary increase. Council President Kevin Farkas stated that any future salary increases should be considered within a framework of job descriptions, which the Borough does not have for any position.
- There was a discussion about regulating dog droppings in the Borough via an ordinance, which the Borough does not have currently. It was agreed that the current health and safety ordinances may cover offenses related to dog waste.
- Under Emergency Management, Council discussed weaknesses in the current EOP under consideration, namely that the document(s) under review are incomplete and outdated.
- The Mayor reported that she has submitted the Flood Plain Management Report for 2026.
- Most elected officials need to complete their FEMA ICS 100 & 700 certifications.
- Council intends to appoint Bill Heaton and Jason Heaton as Deputy EMCs.
- To better understand what emergency management equipment and materiel belongs to the Borough and what belongs to JEMS, Council discussed the need for EMC Kosanovich to conduct an asset inventory to be submitted to Council.
- Council continued its discussion about the need for an emergency power system to be installed at the municipal complex, not only to operate the emergency operations center, but to provide secure power for all municipal operations when in need.
- Under Zoning, Council discussed a need for training and professional development for members of the Zoning Hearing Board.
- There was also a discussion about the need for Council to consider updating the current Zoning Ordinance, which was last updated in 1995. Council President Farkas warned that the Borough must be prepared for potential data center development.

## **Public Works**

- Council discussed moving forward with securing W. 8th Ave. parking lot, adding a chain across the entrance and removing any unauthorized private property from the lot, if that should become necessary.
- Council agreed that vehicle inspections and repairs must proceed as necessary.

- Council also discussed PW's request for a transport trailer and generator to support the new sewer camera. PW was asked to submit proposals for needed equipment.
- Council also encouraged PWs to make proposals to Council regarding any other equipment needs to help maintain sewers and roadways.
- It was reported that a sewer clog on Ross Ave needed to be jetted.
- The dumpster at the park still belonged to Aiken Refuse, and will soon be replaced by Waste Management.
- CAP Report was due January 31. The Borough reached out to DEP for guidance on all of the required reporting for DEP. We have not heard back from
- There was a sanitary sewer clog incident 2026-02-20 on Ross Ave.
- The annual report to Aqua for expenditures of restricted monies for sanitary sewers and capital improvements is due March 31.
- Annual Wasteload Management (Chapter 94) report is due March 31 to DEP.
- A hole was discovered in the roadway on Boden St.
- The PennDOT Agility Program was discussed. There was a consensus that Council should look into the program and review the pros/cons.
- The 2026 Spring Road Survey for RFB preparation is on the Municipal Planner, and PW needs to take action to prepare for 2026 road maintenance planning. RFBs for roadpaving (NLT May 31, as per Council resolution). It might be advantageous if PW shifted focus on small-scale road paving and repair projects for the year. Equipment would be needed.

## **Adjournment**

- The meeting was adjourned at 8:10 p.m.

Respectfully submitted,  
Jenna White  
Borough Secretary

**Borough of West Mayfield**  
**Council Regular Business Meeting Minutes**  
**Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010**  
**March 11, 2026**

Approved by Council: 2026-08-12

The Borough of West Mayfield Council held its regular business meeting in Council Chambers on March 11, 2026. After opening remarks, the Secretary conducted a roll call, confirmed that a physical quorum was present, and proceeded under the published agenda using the meeting's stated acclamation procedure where applicable.

**Roll Call**

- Council members present: Kevin Farkas, Susan Istvan-Wood, Jason Stoyanoff, Robert Kaib, Robert Tate, and Justin Wichryk.
- Council member absent: John McAdoo.
- A physical quorum of Council was present.
- Also participating in the meeting were Secretary-Treasurer Jenna White, Tax Collector Kathleen Brewer, Solicitor Joseph Budicak, and Police Chief David Johnson

**Opening Business**

- Council announced standard meeting reminders concerning decorum, silencing phones, recording of the meeting, and availability of paper copies of the agenda.
- The December 10, 2025 Council Regular Business Meeting minutes were approved without objection.
- The January 5, 2026 reorganizational meeting minutes were approved without objection.
- The agenda was approved without objection after noting and striking a duplicate Public Works item.

## **Office of Mayor**

- Discussion centered on unpermitted energy and solar solicitors entering the Borough. Officials and residents reported recent activity involving Direct Energy and Trinity Solar representatives or claimed representatives.
- Council discussed tightening public outreach and enforcement around the solicitation permit process, including reminding residents to ask for permits, check the Borough website permit page, and call police non-emergency when solicitors appear without proper Borough authorization.
- It was reiterated during discussion that solicitation permits are issued per person, include dates, and are copied to Borough officials and police. They are also posted to the municipal website.

## **Office of Tax Collector**

- The Tax Collector reported no formal business for Council at this meeting.

## **Professional Reporting**

- The Secretary-Treasurer reported no correspondence.
- Police reporting for 2025 and February activity was summarized, including 434 closed and cleared service dispatches, 395 recorded incidents, \$909.16 in fine revenue, and 31 incidents cleared and closed for February.
- Fire reporting for February reflected seven incidents, approximately \$500 in estimated fire loss, and 262 training hours. A fire truck was also confirmed for the Easter egg hunt.
- The Secretary-Treasurer reported a general fund balance of \$1,089,979.57 as of February 28, 2026, a liquid fuels balance of \$30,654.67, a water and sewer fund balance of \$82,864.09, a PLGIT emergency management fund balance of \$12,965.62, and an Aquaaccount balance of \$181,219.28.
- Councilmember Wichryk stated that the monthly financial report format is being revised so written reports can be presented more consistently in future meetings.
- Police and Council discussed how residents should report suspected unpermitted solicitors and how permit verification is handled.

- The Solicitor reported that closing had occurred on the tower sale to Diamond Communications, with a net figure of more than \$400,000 wired to the Borough.
- The Solicitor also reported that the Borough must submit its annual accounting to Aqua Pennsylvania for restricted wastewater-settlement funds by the end of the month. Discussion indicated that a sewer camera purchase was believed to be the only qualifying expenditure from the prior calendar year.
- A question was raised regarding unpaid 2025 Borough taxes connected to the tower property transaction, and the Solicitor stated he would follow up.

### **Citizens Comments**

- Nora Nora Seuss, 10237 Street Extension, comment included questions about park-shelter rental process, identification signage for shelters, and responsibility for bathrooms or other shared facilities when multiple park areas are rented at the same time. Council referred those concerns to the Culture and Recreation committee for further work and indicated those issues would be addressed in connection with the proposed park rental rule revisions.

### **Old Business**

- The previously tabled resolution concerning withdrawal from the 2010 West Mayfield-Eastvale emergency management arrangement known as JEMS remained under discussion and tabled. No action was taken. During that discussion, Council stated that Eastvale reportedly does not hold JEMS money or equipment, and Council referenced the need for a fuller inventory of JEMS-related physical and financial assets.

### **Budget and Finance**

- Council approved the W. 8th Avenue parking lot use agreement. Discussion noted that the agreement was intended to address liability, event usage, and fee scheduling, with the option to amend the fee schedule later if needed.
- The motion to amend the municipal schedule of fees to add a \$60 application fee for all permits passed unanimously.

- The parking lot use agreement was approved unanimously by the members present and voting.
- The permit application fee amendment was also approved unanimously.

### **Culture and Recreation**

- Council approved waiving the park rental shelter fees for the West Mayfield Youth Baseball (WMYB) organization for its July 18-19, 2026 event at the Park. No opposition was stated and the motion passed.
- Council discussed proposed revisions to park shelter rental terms and new kitchen rental rules, including unresolved questions about bathroom responsibility and other shared-use issues.
- The proposed park shelter rental and kitchen rule revisions were tabled until next month without objection and were referred to the Culture and Recreation committee for further review with the Secretary-Treasurer.
- Council also discussed the possibility of adding park-rule signage, including leash-rule reminders, for future consideration at a work session.

### **General Administration**

- Council approved a motion unanimously permitting Public Works Lead Operator Brian McNeely to clock into work remotely when called out for emergency or other necessary after-hours contingencies. Discussion reflected that after-hours callouts already carry a two-hour minimum under existing practice.

### **Government**

- Council amended the 2026 appointments and authorizations resolution to add Bill Heaton as Deputy Emergency Management Coordinator and Jason Heaton as Deputy Emergency Management Coordinator for IT Support. The amendments the resolution also addressed Jake Tate as after-hours PA One Call responsibilities, added business-account references used by the Borough, and clarified that the JEMS emergency management fund is a PLGIT account with Emergency Management authorization language updated accordingly. During this discussion, Council also amended the earlier after-hours remote clock-in

action so that Jake Tate would be included for the referenced after-hours call responsibilities. The motion to amend the appointments and authorizations resolution passed unanimously.

- Council then adopted a resolution of intent to follow the schedules for retention and disposition of records set forth in the Municipal Records Manual. No opposition was stated before the resolution passed.

## **Public Safety**

- Council directed the Emergency Management Coordinator to complete an inventory and readiness assessment of emergency management assets no later than April 1, 2026. Discussion included the need to identify both physical and fiscal assets, review the state of generators and trailer equipment and determine readiness for emergency use. The motion passed unanimously.
- Council then discussed repeated sanitary sewer overflow incidents originating from White Township and affecting private property, the Brook Street tributary, and Walnut Bottom Run. Council then approved a municipal Sanitary Sewer Overflow (SSO) plan of action. Discussion described a three-part response that included warning signage, notification and response procedures to be incorporated into the emergency operations planning framework, and outreach to White Township regarding correction of the underlying problem. No opposition was stated before the SSO plan of action motion passed unanimously.

## **Public Works**

- Council approved directing Public Safety/Public Works to seek professional consultation regarding installation of an emergency power system for the municipal building complex. Discussion addressed the lack of current emergency power hookup, the potential role of emergency management funding, minimum operational needs, and the possibility of future warming or cooling center capabilities. Members discussed obtaining professional estimates and future bids before any installation decision. The consultation motion passed unanimously.
- Council next considered a proposal to purchase a Hotsy HD 3.5/20 ED portable cold water pressure washer for \$2,956. After discussion concerning price, specifications, power requirements, and whether comparable options had been

reviewed, Council tabled the pressure washer purchase to obtain another bid. No objection was stated before the item was tabled.

### **Payment of Bills**

- The monthly bills and purchases made by Council oversight chairs were presented as routine monthly obligations with no special additional bills reported. Payment of bills proceeded by acclamation.

### **Good and Welfare**

- Council continued discussing a possible baseball shed arrangement at the park and stated that a fuller plan, including placement and terms, would be brought back to the table later.
- Council noted appreciation from the baseball organization for assistance provided with field work and batting-cage related efforts.
- Culture and Recreation planning updates included an August 8 community picnic or community day with a movie at night, an August 15 car cruise, and ongoing work to gather information on park, swings, and playground updates for ADA compliance.
- A suggestion to replace or repour the concrete pad by the door was referred to a future work session agenda under Public Works.

### **Adjournment**

- After concluding the business on the agenda, the meeting was adjourned at 7:43 p.m.

Respectfully submitted,

Jenna White

Borough Secretary

**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

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

Approved by Council: 2026-08-12

The Borough of West Mayfield Council Regular Business Meeting was held on April 8, 2026, 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**

- Present at roll call: Council President Kevin Farkas, Council Vice President Justin Wichryk, Councilmember Robert Kaib, Councilmember John McAdoo, Councilmember Jason Stoyanoff, Councilmember Robert Tate, Councilmember Susan Istvan-Wood, and Solicitor Joseph Budicak.
- Mayor Licia Cogley participated in the meeting discussion.
- Kathleen Brewer, Tax Collector, and Police Chief David Johnson also participated in the meeting discussion.
- Borough Secretary-Treasurer Jenna White was stated to be absent.
- A physical quorum of Council was stated to be present.

**Opening Business**

- Council stated that no meeting minutes were available for approval because the Borough Secretary-Treasurer was absent.
- The agenda was stated to have been duly published at least 24 hours in advance.
- No significant agenda changes were made, and the agenda stood as presented.

## **Office of Mayor**

- Mayor Licia Cogley reported on a Beaver Falls neighborhood-watch meeting and described it as informative. She said the program included discussion of countywide drug-task-force work, public-safety education, and a police canine demonstration.
- The Mayor reported that ATV complaints involving children riding without licenses, lights, or helmets were being addressed with parents and through the court process, with a hearing mentioned for May 7, 2026.
- She also noted continued complaints about fireworks and said the Beaver Falls neighborhood-watch meetings are generally held on the last Monday of the month except during summer, with possible Borough social-media promotion if desired.

## **Office of Tax Collector**

- Tax Collector Kathleen Brewer reported no formal new business, but noted that she remained available to collect tax payments.

## **Professional Reporting**

- Because the Borough Secretary-Treasurer was absent, Council stated that the regular secretary and financial reports would be forthcoming at a later time.
- Police Chief David Johnson stated that the monthly police report had been submitted and included 47 incidents documented in the report-management system. He reported no extreme public-safety concerns requiring action beyond process issues the Council was already discussing.
- Council stated that it wanted to revisit how public-safety reporting should be handled and what information should or should not be public, and indicated that follow-up discussion with the Police Chief and Solicitor would occur.
- No fire-department representative was present, and no fire report was presented.
- Solicitor Joseph Budicak reported nothing new for formal action at that point in the meeting, though Council noted that legal matters tied to later agenda items would be discussed as those items arose.

- No report was presented from the Zoning Hearing Board or the independent auditor.

### **Citizens Comments**

- Kathleen Brewer, 3628 Matilda, raised concerns about speeding and stop-sign violations, particularly on Matilda Street. She said motorists were failing to stop, that children were beginning to ride bicycles more frequently, and that she feared a serious crash or pedestrian injury if conditions were not addressed.
- Discussion followed regarding whether some Borough stop signs are out of code or otherwise unenforceable because of sign placement, height, reflectivity, damage, or ordinance-specific deficiencies. Council members recalled prior efforts to inventory the signs and stated that some known problem signs remained unresolved.
- Another resident stated that similar speeding and stop-sign-running problems exist on West 4th and West 5th Streets and also raised concern about children riding bicycles, scooters, and minibikes in unsafe ways.
- Police Chief Johnson stated that complaints would be responded to as they are reported, but said the department could not rely on incident history showing major crashes in that specific area because such incidents had not yet occurred. He added that only a handful of stop signs were understood to be physically deficient, including one near the park and another on Patterson that had been temporarily reset after being struck.
- Council stated that Public Safety and Public Works would need to coordinate on a stop-sign survey and broader traffic-safety review and said that matter would be placed on a future agenda.

### **Old Business**

- Under Budget and Finance, Council continued the tabling of the resolution withdrawing the Borough from the 2010 West Mayfield-Eastvale JEMS agreement. No objection was stated before the matter remained tabled.
- Under Culture and Recreation, Council took up the previously tabled motion to approve revised park shelter rental terms. Discussion focused primarily on whether the updated fees were aligned with comparable local parks and whether

the revised document properly reflected Borough structure rather than a recreation board. Council approved the revised park shelter rental terms unanimously.

- Under Public Safety, Council continued the tabling of the 2025 West Mayfield Emergency Operations Plan. Discussion noted that additional information had recently been provided for updating the hazard-specific plan appendix and that Council preferred to finish the work carefully rather than act prematurely. No objection was stated before the item remained tabled.
- During the old-business discussion, Council also acknowledged broader park-improvement questions, including budget limits for recreation upgrades, possible pickleball-court resurfacing and restriping, security-camera concerns, vandalism risk, and the need to bring a more concrete park-improvement proposal back for future action.
- Under Public Works, Council took up the previously tabled pressure-washer purchase. After reviewing lower-cost alternatives, Council modified the motion to approve purchase of a NorthStar electric cold-water pressure washer for \$1,599 instead of the originally proposed Hotsy unit. Discussion noted that the NorthStar unit had greater pressure and a much lower cost than the earlier option. No objection was stated before the modified motion passed.

### **New Business - Budget and Finance**

- Council adopted a resolution approving the Borough of West Mayfield Municipal Fraud Risk Management Policy. Discussion described the policy as a recommendation of the independent auditor and as a first step toward stronger Borough financial controls. Council also noted that the policy could be revised later if operational details needed adjustment. No objection was stated before the resolution passed.
- Council adopted a second resolution establishing Council's procedure for financial auditing, reporting, and review. Discussion emphasized that annual municipal audits and auditor recommendations had not historically been acknowledged or reviewed publicly and that the new procedure would require public review of annual audit findings, retention and public availability of the reports, website publication of the audit materials, and publication of the legally required concise financial statement within 30 days after receipt. No objection was stated before the resolution passed.

- Council then approved a motion to earmark \$3,047 in revenue generated by the 2024 and 2025 Annual Car Cruise events and donated to the Borough for projects benefiting the Community Park, and to create budgetary line items 367.16 Annual Car Cruise and 457.02 Annual Car Cruise for future related revenue and expenditures.
- During discussion of the car-cruise motion, Council emphasized that the purpose was to keep the money identified and tracked for park-related cultural and recreation purposes rather than leave it blended into the general fund. Discussion also reflected that members wanted clearer future policy on who approves spending from that line item.
- The car-cruise motion was amended without objection so that annual revenue listed in line 367.16 Annual Car Cruise would be subject to approval by a car-cruise committee for cultural and recreation purposes. After the amendment, the main motion passed without objection.
- Council approved a motion creating a task force to address problems with the Water and Sewage Enterprise Fund. Discussion stated that the fund was trending toward insolvency, that current rates appear to lag behind inflation and regional norms, and that options may eventually include some form of water-and-sewer rate increase beginning in 2027. Council also discussed comparing other municipalities' rates and involving residents in the review. The motion passed without objection.
- Council discussed a motion directing Council to create and propose a settlement offer to Eastvale Borough regarding equitable distribution of JEMS financial and material assets no later than May 1, 2026. Discussion stated that Council had recently obtained an inventory of the relevant assets, that West Mayfield believes it has contributed more dues and has paid insurance costs from its general fund, and that an equitable distribution would not necessarily mean a 50-50 division. The motion passed without objection.

### **New Business - Government**

- Council approved a resolution requiring written monthly public-safety and professional reports from the Code Enforcement Officer, Emergency Management Coordinator, Fire Chief, Planning/Zoning Officer, and Police Chief. Discussion indicated that Council wanted regular written updates on readiness,

ongoing activity, and matters requiring Council awareness while avoiding unnecessary reporting burdens.

- Discussion during this item also touched on process concerns over how applications, mail, and related paperwork reach the appropriate officials in a timely way.
- No objection was stated before the monthly-reporting resolution passed.

### **New Business - Public Works**

- Council approved a motion directing Public Works and Budget & Finance to begin the process of participation in the PennDOT Agility Program so that an agreement resolution could be brought back for possible approval in May 2026. Discussion noted that the Borough first needs to obtain and review the proposed PennDOT agreement and its terms before making a final commitment. The motion passed without objection.
- Council also approved a motion authorizing Public Works to spend up to \$3,000, as amended from the original \$2,000 proposal, from the Aqua Sewer Fund toward purchase of a utility trailer suitable for the pipe camera and other related needs.
- Discussion on the trailer purchase centered on whether a larger trailer would be more practical so that it could also transport equipment such as the riding mower instead of serving only the pipe camera. Members stated that a somewhat larger trailer could provide more flexibility and avoid the difficulty of loading equipment into the dump truck. The motion passed without objection.
- Public Works also reported that the sewer camera had already been used successfully at least twice, including work near Kathy Brewer's property and another location near Bob's house.

### **Payment of Bills**

- Because the Borough Secretary-Treasurer was absent, Council stated that it did not have the usual detailed bills list in front of it, but approved payment of bills incurred for the month and ratification of purchases made by oversight-committee chairs so that the Secretary-Treasurer could process them. No objection was stated before the motion passed.

## **Good and Welfare**

- Kathleen Brewer reported that she had obtained first-aid supplies, gloves, and hot-and-cold packs for the park and donated the first first-aid kit. Discussion followed regarding use of a lockable wall-mounted box so the supplies can be visible but protected.
- Council noted that emergency-management or county sources may also be able to provide additional first-aid supplies in the future.
- Kathleen Brewer also reported that four building permits had generated nearly \$800 in one month, with another possible check of about \$50 connected to an occupancy-permit matter.
- Council returned briefly to the sanitary-sewer-overflow response discussion and stated that warning signs had been prepared for future use at the park area if another sewage overflow occurs. The signs were described as part of the Borough's hazard-specific planning work.
- A late Good and Welfare discussion addressed deteriorated drain grates and roadway openings, including one near the end of Matilda Street and another location identified as Bowden or Rock in overlapping comments. Public Works reported receiving pricing from Valley Steel of about \$1,300 per grate and stated that approximately five grates may need attention. Members characterized at least some of the grate work as emergency in nature and urged prompt action before someone is injured.

## **Adjournment**

- After the agenda was completed, the meeting was adjourned at 8:00pm.

Respectfully submitted,  
Jenna White  
Borough Secretary

**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 9<sup>th</sup> 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

**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

## **Borough of West Mayfield Council Works Session Meeting Minutes**

**Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010**

**June 3, 2026**

Approved by Council: June 10, 2026

### **Call to Order**

- The meeting was called to order at 6:06pm, followed by the Pledge of Allegiance, and announcements by the President. The meeting opened with decorum reminders, notice that the meeting was being recorded, distribution of agenda copies, and confirmation that the agenda had been published 24 hours in advance.

### **Roll Call**

- Present: Kevin Farkas, Sue Wood, Jason Stoyanoff, John McAdoo, Bob Tate, Justin Wichryk, Mayor Licia Cogley.
- A physical quorum was present.

### **Office of Mayor**

- Mayor Licia Cogley reported limited mayoral spending to date, including approximately \$36 for flags placed at the honor roll and memorial area.
- The Mayor reported that neighborhood watch planning had not yet been scheduled and said she hoped to begin meeting with the fire department and Beaver Falls police in July so the program could start in September.
- Council discussed rescheduling the 2026 Community Clean Up Day because of limited availability and weather concerns and tentatively discussed June 13 as a possible date.
- The Mayor raised a visibility concern at the stop sign near West 6th Avenue and 37th Street because of tree growth and also noted resident complaints about the smell and taste of the water.

### **Citizens Comments on Agenda Items**

- Nora Cumberledge-Soos, 102 37th Street Extension, reported maintenance and operating issues at the park shelters, including gravel and debris in the pavilions, chalk and dirt on tables, a garbage can left full, charcoal and damage to a grill, cracked light fixtures, high grass, and a lack of toilet bowl cleaner.
- Ms. Soos stated that a recent shelter renter arrived to find cleanup issues and did not use the kitchen; she suggested that Council consider a partial refund for that rental.

- Council thanked Ms. Soos for her volunteer work and indicated that park-rental procedures, communication, and staffing coverage for openings and closings would be discussed later in the meeting.

### **Budget and Finances**

- Council reviewed the municipal planning calendar, including upcoming reporting deadlines, grant cycles, and other annual obligations intended to support budget and operations tracking.
- Council discussed the need for a year-to-date budget-to-actual report and annual fixed-asset review in July and noted that both items are tied to the Borough's ongoing accounting and QuickBooks-related work.
- Councilmember Sue Wood's business roundtable planning was discussed. The meeting is being planned for July 18, 2026, and letters are to be sent to 27 businesses with RSVP tear-offs and self-addressed stamped envelopes.
- Council discussed an apparent overpayment of a little more than \$300 to the City of Beaver Falls on the combined police and fire invoice and asked that the Borough Secretary follow up on the discrepancy.
- Council discussed the Borough's June contract-review obligation with the Beaver Falls Fire Department and the need to begin its six-month review of the Beaver Falls Police Department agreement before the December 31, 2026 contract expiration.
- Council reviewed two Butler, Agnew & Associates proposals: one estimated at \$3,150 to \$3,675 for 2025 audit-preparation and reconciliation work at \$105 per hour, and another ongoing monthly financial-services proposal estimated at roughly 10 to 12 hours per month at the same rate of \$105 per hour. Council indicated that resolutions would be prepared for consideration at the June 10th business meeting.
- Council discussed the PLGIT reserve-fund sweep process and noted that accurate three-month expense figures are still needed before reserve balances can be moved with confidence.
- Council also discussed the water and sewage enterprise fund, including concerns that sewer revenue may not be keeping pace with costs, and noted that a future rate increase discussion will be necessary as part of budget planning.

### **Culture and Recreation**

- Council discussed the need for updated park rules and regulations, including rules addressing motorized bikes or ATVs, camping, pet waste, and other park-use concerns, before sending a draft to the Solicitor for legal review.

- Council discussed drafting a memorial policy for the community park and other Borough property after referring to a prior motion directing creation of such a policy.
- Council discussed creating an event checklist and volunteer-list process so Borough events have clearer operating procedures and volunteer coverage documentation.
- Council discussed the need to document shelter-rental procedures, including reservations, key access, communication, openings and closings, seasonal setup, and continuity when regular volunteers are unavailable.
- Council discussed community room improvements, including paint, tables, chairs, and related proposals for the community room.
- Council reviewed grant timing for parks and recreation projects and discussed possible future work at the park, including security cameras, accessibility improvements, bathroom improvements, and pickleball-court expansion. The discussion framed these items as future grant-planning work.

### **General Administration**

- Council discussed tax-exempt purchasing procedures and the need to use Borough exemption documentation or approved vendor processes when making municipal purchases.
- Council set an August 15 target for a general-administration asset inventory and discussed the possible use of asset tags to track Borough-owned property.
- Council reviewed the draft January 14, 2026 meeting minutes and discussed using current review comments to improve future AI-assisted minute drafting, including clearer handling of citizen names and addresses and vote disposition.
- Council discussed preparation of the annual AORO report due in July.
- Council received an update that fidelity-bond paperwork was being pursued for Borough positions previously authorized for bonding.
- Council reviewed employee-handbook revisions addressing the Public Works foreman's supervisory authority and the prohibition on earbuds or headphones while operating equipment, and discussed obtaining signed acknowledgements from all PW employees.
- Council discussed onboarding and offboarding procedures and discussed draft job descriptions for several positions, including Secretary-Treasurer, Code Enforcement Officer, Emergency Management Coordinator, and Planning/Zoning Officer.
- Council added personnel matters involving a specific employee or employees to the planned executive session and asked PW Lead Operator Brian McNeely to remain for that portion of the discussion.

## **Governance**

- Council received an update that ongoing legal matters, including the PUC Bureau of Investigation and Enforcement matter and the Eastvale Borough proposal regarding JEMS assets, remained with the Solicitor.
- Council discussed whether the Borough should consider zoning updates or other safeguards related to possible future data-center development and similar high-impact uses.
- Council discussed pursuing adoption of the International Fire Code as a follow-up to prior fire-service review recommendations.
- Council reported that access to the municipal records archive had been restricted after recognizing that some materials required tighter access controls.
- Council received an update that STMPP analysis materials were nearing completion and would be reviewed through the STAMP/DCED process before recommendations were shared with the Borough.
- Council noted the June 11 PSAB training on municipal risk blind spots.
- Council reported that the Council vacancy remained unfilled and that efforts to identify applicants had not yet produced a candidate.

## **Public Safety**

- Council discussed use of a trail camera to observe stop-sign compliance and reviewed examples showing frequent rolling stops at Matilda Street and 36th Street.
- Council discussed possible traffic-safety measures, including stop bars, pavement markings, and sign placement adjustments, with the goal of improving compliance and slowing traffic near areas used by children.
- Council asked that monthly code-enforcement and related public-safety reports be provided earlier so they can be discussed during work sessions when needed.
- Code-enforcement discussion included follow-up on nuisance and property-maintenance complaints, rental-property licensing collections, and the need to finalize the Code Enforcement Officer and Planning/Zoning Officer job descriptions before setting compensation.
- Council reviewed the limited written emergency-management monthly report update and discussed the goal of sending the draft Emergency Operations Plan to the Emergency Management Coordinator for review, then to the County EMA for review, with a target of bringing the plan forward for approval in July.
- Council noted that the Fire Department report would be reviewed at the business meeting and reiterated interest in moving toward adoption of the International Fire Code.

- Council acknowledged receipt of the police report and noted the need to begin review of the police-protection agreement before its December 31, 2026 expiration.

## **Public Works**

- Council discussed Japanese knotweed growth in several areas of the Borough and asked for research into possible eradication or control methods because of roadway, drainage, and property impacts.
- Council reviewed the PennDOT Agility Program and discussed preparing the required resolution for the June 10 Business Meeting so the Borough can move forward with the application and later determine which services, if any, it may wish to exchange through the program.
- Council set an August 15 target for a Public Works asset inventory covering major equipment and other Borough-owned items.
- Council reviewed generator proposals for the municipal building and discussed the need for additional quotes and related electrical work before making a decision.
- Council discussed security-camera needs at the municipal complex and park, including the possibility of incorporating camera work into future grant-funded park improvements.
- Council discussed future park-improvement grant planning, including accessibility improvements, restroom improvements, security measures, and pickleball-court expansion, with the expectation that any proposal would need to match grant requirements and engineered drawings.
- Council discussed the lack of formal preventive-maintenance plans for Borough buildings and equipment and the need to begin documenting routine maintenance expectations.
- Council discussed possible future equipment purchases or rentals for in-house road and paving work, including hot-box, paving, screening, and related equipment, and emphasized the need for formal proposals and specifications before any purchase decision.
- Council discussed the annual outfall survey and the need to identify the existing mapping, paperwork, and process so the Borough can complete that MS4-related reporting responsibility.
- Council discussed the Jean Street sanitary-sewer issue, including questions about homeowner versus Borough responsibility at a lateral connection, and noted that the Borough's main had also required cleaning.
- Council discussed the need to charge sewer-cleaning costs to the sewer fund when appropriate.

- Council noted that no 2026 street survey had yet been completed and therefore no formal paving plan was in place.
- Council discussed reports that Big Beaver Borough may pave Norwood Drive and acknowledged uncertainty about whether that work would extend into the Borough's section.
- Council discussed moving forward with the stormwater-drainage project at West 7th Street and 43rd Street, including advance notice to affected residents before work begins.
- Near the close of Public Works, Council returned briefly to resident concerns about odor and taste in the water and commented that clearer notice would be helpful when flushing affects household systems.

#### **Good and Welfare**

- No Good and Welfare announcements were recorded before the meeting recessed into executive session.

#### **Executive Session**

- Council recessed into executive session at 9:27 p.m. to discuss personnel matters involving a specific employee or officer and stated that no business would be conducted during executive session.
- The meeting returned from executive session at 10:31 p.m.

#### **Adjournment**

- After returning from the executive session and stating that all agenda items had been covered, Council President adjourned the work session at 10:32 p.m.

**Respectfully submitted,**

**Jenna White**

**Secretary-Treasurer**

**Borough of West Mayfield**  
**Council Regular Business Meeting Minutes**  
**Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010**  
**June 10, 2026**

Approved by Council: 2026-08-12

The Borough of West Mayfield Council Regular Business Meeting opened with the Pledge of Allegiance. Announcements were made regarding decorum, silenced phones, recording of the meeting, paper copies of the agenda, and agenda amendments. The meeting was officially called to start at 6PM.

**Roll Call**

- Present: Kevin Farkas, Susan Istvan-Wood, Jason Stoyanoff, John McAdoo, Robert Tate, Justin Wichryk, and Mayor Licia Cogley.
- Also present: Jenna White, Borough Secretary-Treasurer; Joseph Budicak, Solicitor; Kathleen Brewer, Tax Collector.
- Council stated that a physical quorum was present.

**Opening Business**

- The agenda was reviewed and amended to add approval of the June 3, 2026 work session meeting minutes and an executive session at the end of the meeting to discuss a legal claim against the Borough, with no business to be conducted after the recess other than adjournment.
- Jason Stoyanoff requested that a motion concerning Japanese knotweed be added under Culture and Recreation, and Community Day was noted for discussion under Good and Welfare.
- The January 14, 2026 regular business meeting minutes and the June 3, 2026 work session meeting minutes were approved without objection.

**Office of Mayor**

- The Mayor reported that Beaver Falls police and fire personnel requested use of the park on Tuesday, July 21, 2026, for a youth fair. Council discussed use of shelters near the bathrooms, possible use of the ball field, and the need for additional scheduling details from the organizers.
- The Mayor also reported that Helios Solar sought a solicitation permit. She stated that the company would be required to apply for a two-week or four-week permit, that background information would be provided to the police department, and that permit documentation would be posted on the Borough website.

#### **Office of Tax Collector**

- The Tax Collector reported that school taxes would be issued on July 1 and that the millage would be determined at the upcoming school board meeting in Chippewa.

#### **Borough Secretary-Treasurer**

- Fund balances were read into the record as of May 29, 2026: General Fund \$1,635,788.85; Highway Aid Fund \$15,661.09; Investment Fund \$4,186.72; Capital Purchase Fund \$1,874.84; Water and Sewer Enterprise Fund \$64,782.19; Emergency Management Fund \$13,115.07; and Sewer Maintenance Fund \$181,332.12.
- During discussion of the financial materials, Councilmember Justin Wichryk stated that he did not want to approve the financial reports as presented because of inconsistencies.
- Correspondence included a letter from Recunas Law Group regarding Lisa Bailey's request for partial reimbursement for sewer line excavation and repair costs at 3625 Jean Street; notice regarding continued participation in the Beaver County Community Development Program unless the Borough opted out; and notice that the Borough received \$322.55 in state police fines and penalties on June 1, 2026.

#### **Public Safety Reporting**

- Council reported receipt of the May 2026 fire report from Chief Stowe. The report stated 13 total incidents, estimated fire loss of \$500, and 393 training hours.

- A police activity report stated 57 incidents closed or cleared. Chief Johnson stated that recent utility-related door-to-door notifications were not solicitation. Council also discussed recent solar solicitations and stated that work was expected to continue updating the solicitation ordinance.

### **Solicitor**

- The Solicitor reported that a response in the PUC matter had been filed on time.
- Regarding the JEMS/Eastvale matter, the Solicitor stated that West Mayfield had expressed interest in a division of money and assets, that Eastvale's position was different, and that Eastvale would need separate counsel because of the conflict. Discussion included the possibility of documenting West Mayfield's prior contributions and expenses for reimbursement purposes. No final resolution was reached.

### **Citizens Comments on Agenda Items**

- Rich Cogley, 604 37th Street Ext., raised concerns about heavy truck traffic on 37th Street Extension, including alleged overweight vehicles, jake brake use, road damage, and trucks associated with nearby industrial activity. Council discussed local-delivery enforcement limits, use of portable scales when available, and the need for a plan of action that could include enforcement review, PennDOT coordination, and contact with affected facilities.

### **Old Business**

- Council continued the tabling of the withdrawal from the 2010 West Mayfield/Eastvale EMA Intergovernmental Cooperation Agreement without objection.
- Kevin Farkas withdrew the previously tabled motion regarding providing a work phone for the Borough Secretary-Treasurer, and there was no objection to the withdrawal.
- Council continued the tabling of the resolution approving the Emergency Operations Plan matter without objection, with a stated goal of completing the work in July.

### **New Business - Budget and Finance**

- Council approved a resolution authorizing a contract service agreement with Butler, Agnew, and Associates to assist with completion of the 2025 municipal audit. The resolution passed without objection.
- Council approved a second resolution authorizing a contract service agreement with Butler, Agnew, and Associates for municipal bookkeeping services. Discussion noted that the audit work was expected in the approximate \$3,000 to \$4,000 range and that the bookkeeping work was more open-ended as needed. The resolution passed without objection.

### **New Business - Culture and Recreation**

- A motion was introduced to allocate up to \$2,000 toward a Japanese knotweed eradication effort. Discussion covered the extent of the infestation, the difficulty of treatment, the need for proper handling and training, and the potential value of guidance from Penn State Extension or another qualified source. After discussion, the knotweed motion was tabled without objection so that additional information, possible expert input, and a more complete plan could be developed for a future meeting.
- Councilmember Stoyanoff noted that proposed park rules had been sent to the Solicitor for review and were expected to be brought back for future action. The outstanding question is whether it is permissible to establish the park rules by resolution, instead of ordinance.

### **New Business - General Administration**

- Council approved a resolution recognizing that elected officials may be hired as Borough employees when permitted by law and subject to legal and ethical restrictions, including council approval and recusal where required. The resolution passed without objection.
- Council approved a motion directing the creation or modification of job descriptions for the Borough Secretary-Treasurer, Code Enforcement Officer, Emergency Management Coordinator, and Planning-Zoning Officer, together with

related compensation review subject to later council approval. The motion passed without objection.

- The agenda listed a motion to waive the park rental shelter fee for the Beaver Falls PD/FD event on July 21, 2026. The motion passed without objection.

### **New Business - Governance**

- Council approved a motion directing the Solicitor to draft a proposed ordinance adopting the International Fire Code and repealing the current fire code. Discussion referenced using a recently updated neighboring ordinance from Beaver Falls as a model and reviewing the draft at a future July meeting. The motion passed without objection.
- Council approved a motion directing the Solicitor to draft a proposed amendment to the zoning ordinance addressing data centers. Discussion focused on conditional use, zoning procedure, and the need to avoid being unprepared if a data-center proposal were presented to Council. The motion passed without objection.

### **New Business - Public Safety**

- Council approved a motion creating a task force to research data centers, municipal zoning, and to gather community input on the matter. The motion passed unanimously and without objection.
- Council approved a motion to prioritize bringing select high-priority stop signs into compliance with PennDOT regulations. Discussion included budget concerns, the need to focus first on the most egregious noncompliant locations, and the difference between full boroughwide replacement and targeted corrective work. Councilmember Stoyanoff suggested tabling the matter pending more research, but the motion proceeded and passed without objection.

### **New Business - Public Works**

- Council approved the resolution authorizing participation in PennDOT's Agility Program. Council discussed that the resolution was required to make the Borough eligible for future program discussions and did not itself commit the Borough to a specific project. The resolution passed without objection.

## **Payment of Bills**

- The monthly bills and purchases made by Council oversight chairs were presented as routine monthly obligations with no special additional bills reported. Payment of bills proceeded by acclamation.

## **Good and Welfare**

- Council members and attendees discussed recent volunteer work in the community room and related Borough spaces, including 57.5 hours of work over the preceding three days. Requests were made to recognize volunteers by name, to acknowledge Mr. Karczewski for watering flowers at the monument, and to acknowledge Sharon and Jim for watering planters or bases at the baseball field.
- Discussion followed regarding the condition of the community room carpet, approximate replacement costs, the possibility of carpet squares or donated flooring materials, donated banquet tables, and the need for a formal volunteer sign-in or coverage policy for Borough work activities.
- A safety concern was raised about whether a cabinet should retain glass panels, and a scheduling note was made that someone would need to open and close park shelters on June 26, 27, and 28 because Nora Soos would be away. It is confirmed that Jenna White will schedule to handle opening and closing the park that weekend for rentals.
- Community Day planning was discussed. Entertainment outreach was underway, a face painter was tentatively available, and liability concerns were raised about a possible bounce house. During the discussion, the date was corrected so that the community picnic or Community Day event was referenced as August 8, 2026, while the car cruise was referenced as August 15, 2026.

## **Executive Session**

- Council recessed to executive session at 7:54 p.m. to discuss a legal claim against the Borough.
- Council returned from executive session at 8:18 p.m. and stated that no business was conducted after the recess.

## **Adjournment**

- The meeting was adjourned at 8:18 p.m

Respectfully submitted,  
Jenna White  
Borough Secretary

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

Approved by Council: 2026-08-12

The West Mayfield Borough Council Regular Business Meeting was called to order at 6:02 p.m. on July 8, 2026, at Council Chambers, 4609 W. 8th Ave, Beaver Falls, Pennsylvania.

**Opening Business**

Opening announcements were made regarding decorum, the meeting recording, and phone muting. The agenda was then reviewed and approved without change.

**Roll Call**

- Present: Council President Kevin Farkas, Councilmember Susan Istvan-Wood, Councilmember Jason Stoyanoff, Councilmember Robert Tate, Council Vice President Justin Wichryk, Mayor Licia Cogley, Secretary-Treasurer Jenna White, and Solicitor Joseph Budicak.
- Councilmember John McAdoo was expected to join remotely but was not present for the physical quorum. Councilmember McAdoo was never able to join the meeting telephonically.
- A physical quorum of Council was met.

**Office of Mayor**

- Mayor Licia Cogley reported that she had another ordinance matter to turn in and introduced a discussion about neighborhood-watch participation.
- The Police Chief explained that Beaver Falls already invites all patrol communities to its neighborhood-watch meetings, described the program's schedule and speaker format, and said West Mayfield residents are welcome to attend.

- Council discussed promoting neighborhood-watch information through the municipal website, Facebook, and additional signs.

### **Office of Tax Collector**

- Tax Collector Kathleen Brewer reported that tax bills had been sent out and said collections were still coming in.

### **Borough Secretary-Treasurer**

- Secretary-Treasurer Jenna White reported no correspondence.
- She reported the June 30, 2026 General Fund balance as \$1,630,316.96.
- She reported the Emergency Management Fund balance as \$13,152.43.
- She reported the Sewer Maintenance Fund balance as \$181,371.82.
- She reported receiving the June police report showing 70 closed and cleared incidents.
- The June fire report had not yet been received; Council asked that Chief Stowe be contacted for follow-up.

### **Public Safety**

- No representative from the Beaver Falls Fire Department was present.
- The Police Chief reported that officers had been advised to watch truck-traffic complaints discussed at the prior meeting, but he had not encountered through-truck issues beyond localized truck traffic serving businesses.
- He said officers were also addressing other traffic complaints and noted that spot checks remained available if needed.

### **Solicitor**

- Solicitor Joseph Budicak advised that an executive session would be needed regarding emergency management preparedness.

- He also reported that the ongoing PUC complaint against the Borough had been scheduled for an online hearing in August.
- The Solicitor stated that the PUC's side had indicated a willingness to discuss resolution and was seeking money and training for someone from the Borough.

### **Citizens Comments on Agenda Items**

- Kathleen Brewer, 3628 Matilda Street, raised a concern about vehicles parking too close to the corner of Nape Street and 37th Street, making turns difficult. Council discussed researching whether an ordinance or parking restriction would be needed and asked that existing ordinances be reviewed.
- Ms. Brewer also raised concerns about traffic and visitors associated with a rental property, including a report of a visitor allegedly failing to stop and arguing with a resident. Council advised that such complaints should be directed to the Code Enforcement Officer and/or police as appropriate, and a follow-up call to the company involved was discussed.
- Nora Suess, 102 37th Street, reported that she would not be able to open the park shelter on Saturday 7/11/2026 but could close it. Jenna White states she will open the park shelter on 7/11/2026. She also reported purchasing a step ladder and a locking cabinet for chemicals and said the receipts had been provided to Jenna White.

### **Old Business**

- Under Budget and Finance, Council continued to table the resolution regarding withdrawal from the 2010 West Mayfield/Eastvale EMA Intergovernmental Cooperation Agreement. No objection was stated before the item remained tabled.
- Discussion noted that additional legal review was being pursued in connection with that EMA matter and that it was also related to topics to be discussed in executive session.
- Under Public Safety, Council stated that the tabled 2025 West Mayfield Emergency Operations Plan remained unsatisfactory in its current form and was still under revision. The matter remained tabled for continued development and review.

- Under Public Works, Council continued to table the motion to allocate up to \$2,000 toward knotweed eradication. Discussion indicated that additional detail was still needed, including the timing of treatment, with reference to spring or fall treatment windows.

#### **New Business - Budget and Finance**

- Council approved amendments to the Municipal Fraud Risk Management Policy. Discussion noted that the revisions primarily updated the Butler Agnew and Associates / outsourced financial consultant portions of the policy and related roles. No objection was stated before the motion passed.
- Council approved increasing the Planning-Zoning Officer salary to \$300 per month and amending Resolution 2026-02-11-03 accordingly. Robert Tate abstained for conflict-of-interest reasons, and no objections were stated before the motion passed.

#### **New Business - Culture and Recreation**

- Council approved extending the Ad Hoc Renovation Committee through September 1, 2026. Discussion described the extension as a formality because the committee's original authorization had expired on July 1, 2026.
- Council approved authorizing a joint-use project involving West Mayfield Youth Baseball and Michael Turconi for an August youth baseball development camp at the ballfields. Discussion indicated that Youth Baseball's existing agreement prohibited third-party rentals but allowed a Council-approved joint project, and that field scheduling, insurance, and other details would be worked out through that structure.

#### **New Business - General Administration**

- Council approved the February 4, 2026 Council Work Session minutes without objection.
- Council approved the February 11, 2026 Council Regular Business Meeting minutes without objection.

- Council approved job descriptions for the positions of Borough Secretary, Code Enforcement Officer, Emergency Management Coordinator, and Planning-Zoning Officer. The job descriptions were discussed as working documents that could be revised later, and they were all approved without objection by acclamation.
- Council approved initiating an open job position search for a third-party Code Enforcement Officer to handle municipal duties where potential conflicts of interest may exist for current Code Enforcement Officer Robert Tate. The Solicitor agreed during discussion that Robert Tate could vote on the motion because it created the position rather than appointing a specific person. No objection was stated before the motion passed.

### **New Business - Governance**

- Council approved the draft proposed ordinance adopting the International Fire Code and directed that public notice be made so the ordinance could be considered for final action at the August 12, 2026 Council Regular Business Meeting. Discussion noted that the draft was adapted from a Beaver Falls ordinance, referenced the fire-protection agreement with Beaver Falls, and would repeal the previously codified American Insurance Association Fire Protection Code. No objection was stated before the motion passed.
- Council directed the Solicitor to draft an updated solicitation ordinance repealing Chapter 820, Peddlers and Solicitors, for future Council discussion at the September 9, 2026 Regular Business meeting. Discussion noted that the current ordinance is outdated and should address permit exceptions and no-solicitation signs. No objection was stated before the motion passed.

### **Payment of Bills**

- Council approved payment of bills and ratification of purchases made by the oversight committee chairs. No objection was stated before approval.

### **Good and Welfare**

- Council announced a town hall for Tuesday, July 14, 2026, at 6:00 p.m. regarding data centers and municipal zoning. Discussion will emphasize that the Borough is working proactively on zoning language and public input.

- Council discussed flooring work in the meeting room. The carpet was described as needing removal before new flooring could be installed. Discussion referenced removing the existing carpet after the July 18 business roundtable so a barrier could be installed on July 24 and new carpet laid on July 25.
- Council discussed delegating the room-preparation work to the Ad Hoc Renovation Committee.
- A written update from West Mayfield Youth Baseball was read into the record. The update thanked the Borough for its support, reported a successful spring season, noted facility and field improvements, and announced the upcoming Kip West Mayfield All-Star Classic Tournament scheduled for July 17 through July 19, 2026. The update also stated that no-parking signs would be posted along roadways for emergency access and that fall baseball sign-ups were in progress.
- Additional discussion addressed planning for court sizing, ADA access, handicap parking, and accessible swings in the park area.
- Nora Suess stated that she would be out of town July 24 through July 26 and would be unavailable for park shelter duties during that period.
- Council President Kevin Farkas reminded Councilmembers that it is inappropriate to use the Good and Welfare sessions to engage in last-minute discussions of informational municipal topics that are better suited for work session meetings or placed on meeting agenda if necessary.

### **Executive Session**

- Council recessed the meeting at 7:20 p.m. and entered executive session to discuss emergency management preparedness.
- The Solicitor had also raised discussion of the ongoing PUC complaint as a matter for executive session.
- Council returned from executive session at 7:58 p.m.
- The record stated that no business was conducted after returning from executive session.

### **Adjournment**

- With all agenda items completed, the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Jenna White

Secretary

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

Approved by Council: 2026-08-12

The West Mayfield Borough Council Regular Business Meeting was called to order at 6:02 p.m. on July 8, 2026, at Council Chambers, 4609 W. 8th Ave, Beaver Falls, Pennsylvania.

**Opening Business**

Opening announcements were made regarding decorum, the meeting recording, and phone muting. The agenda was then reviewed and approved without change.

**Roll Call**

- Present: Council President Kevin Farkas, Councilmember Susan Istvan-Wood, Councilmember Jason Stoyanoff, Councilmember Robert Tate, Council Vice President Justin Wichryk, Mayor Licia Cogley, Secretary-Treasurer Jenna White, and Solicitor Joseph Budicak.
- Councilmember John McAdoo was expected to join remotely but was not present for the physical quorum. Councilmember McAdoo was never able to join the meeting telephonically.
- A physical quorum of Council was met.

**Office of Mayor**

- Mayor Licia Cogley reported that she had another ordinance matter to turn in and introduced a discussion about neighborhood-watch participation.
- The Police Chief explained that Beaver Falls already invites all patrol communities to its neighborhood-watch meetings, described the program's schedule and speaker format, and said West Mayfield residents are welcome to attend.

- Council discussed promoting neighborhood-watch information through the municipal website, Facebook, and additional signs.

#### **Office of Tax Collector**

- Tax Collector Kathleen Brewer reported that tax bills had been sent out and said collections were still coming in.

#### **Borough Secretary-Treasurer**

- Secretary-Treasurer Jenna White reported no correspondence.
- She reported the June 30, 2026 General Fund balance as \$1,630,316.96.
- She reported the Emergency Management Fund balance as \$13,152.43.
- She reported the Sewer Maintenance Fund balance as \$181,371.82.
- She reported receiving the June police report showing 70 closed and cleared incidents.
- The June fire report had not yet been received; Council asked that Chief Stowe be contacted for follow-up.

#### **Public Safety**

- No representative from the Beaver Falls Fire Department was present.
- The Police Chief reported that officers had been advised to watch truck-traffic complaints discussed at the prior meeting, but he had not encountered through-truck issues beyond localized truck traffic serving businesses.
- He said officers were also addressing other traffic complaints and noted that spot checks remained available if needed.

#### **Solicitor**

- Solicitor Joseph Budicak advised that an executive session would be needed regarding emergency management preparedness.

- He also reported that the ongoing PUC complaint against the Borough had been scheduled for an online hearing in August.
- The Solicitor stated that the PUC's side had indicated a willingness to discuss resolution and was seeking money and training for someone from the Borough.

### **Citizens Comments on Agenda Items**

- Kathleen Brewer, 3628 Matilda Street, raised a concern about vehicles parking too close to the corner of Nape Street and 37th Street, making turns difficult. Council discussed researching whether an ordinance or parking restriction would be needed and asked that existing ordinances be reviewed.
- Ms. Brewer also raised concerns about traffic and visitors associated with a rental property, including a report of a visitor allegedly failing to stop and arguing with a resident. Council advised that such complaints should be directed to the Code Enforcement Officer and/or police as appropriate, and a follow-up call to the company involved was discussed.
- Nora Suess, 102 37th Street, reported that she would not be able to open the park shelter on Saturday 7/11/2026 but could close it. Jenna White states she will open the park shelter on 7/11/2026. She also reported purchasing a step ladder and a locking cabinet for chemicals and said the receipts had been provided to Jenna White.

### **Old Business**

- Under Budget and Finance, Council continued to table the resolution regarding withdrawal from the 2010 West Mayfield/Eastvale EMA Intergovernmental Cooperation Agreement. No objection was stated before the item remained tabled.
- Discussion noted that additional legal review was being pursued in connection with that EMA matter and that it was also related to topics to be discussed in executive session.
- Under Public Safety, Council stated that the tabled 2025 West Mayfield Emergency Operations Plan remained unsatisfactory in its current form and was still under revision. The matter remained tabled for continued development and review.

- Under Public Works, Council continued to table the motion to allocate up to \$2,000 toward knotweed eradication. Discussion indicated that additional detail was still needed, including the timing of treatment, with reference to spring or fall treatment windows.

#### **New Business - Budget and Finance**

- Council approved amendments to the Municipal Fraud Risk Management Policy. Discussion noted that the revisions primarily updated the Butler Agnew and Associates / outsourced financial consultant portions of the policy and related roles. No objection was stated before the motion passed.
- Council approved increasing the Planning-Zoning Officer salary to \$300 per month and amending Resolution 2026-02-11-03 accordingly. Robert Tate abstained for conflict-of-interest reasons, and no objections were stated before the motion passed.

#### **New Business - Culture and Recreation**

- Council approved extending the Ad Hoc Renovation Committee through September 1, 2026. Discussion described the extension as a formality because the committee's original authorization had expired on July 1, 2026.
- Council approved authorizing a joint-use project involving West Mayfield Youth Baseball and Michael Turconi for an August youth baseball development camp at the ballfields. Discussion indicated that Youth Baseball's existing agreement prohibited third-party rentals but allowed a Council-approved joint project, and that field scheduling, insurance, and other details would be worked out through that structure.

#### **New Business - General Administration**

- Council approved the February 4, 2026 Council Work Session minutes without objection.
- Council approved the February 11, 2026 Council Regular Business Meeting minutes without objection.

- Council approved job descriptions for the positions of Borough Secretary, Code Enforcement Officer, Emergency Management Coordinator, and Planning-Zoning Officer. The job descriptions were discussed as working documents that could be revised later, and they were all approved without objection by acclamation.
- Council approved initiating an open job position search for a third-party Code Enforcement Officer to handle municipal duties where potential conflicts of interest may exist for current Code Enforcement Officer Robert Tate. The Solicitor agreed during discussion that Robert Tate could vote on the motion because it created the position rather than appointing a specific person. No objection was stated before the motion passed.

### **New Business - Governance**

- Council approved the draft proposed ordinance adopting the International Fire Code and directed that public notice be made so the ordinance could be considered for final action at the August 12, 2026 Council Regular Business Meeting. Discussion noted that the draft was adapted from a Beaver Falls ordinance, referenced the fire-protection agreement with Beaver Falls, and would repeal the previously codified American Insurance Association Fire Protection Code. No objection was stated before the motion passed.
- Council directed the Solicitor to draft an updated solicitation ordinance repealing Chapter 820, Peddlers and Solicitors, for future Council discussion at the September 9, 2026 Regular Business meeting. Discussion noted that the current ordinance is outdated and should address permit exceptions and no-solicitation signs. No objection was stated before the motion passed.

### **Payment of Bills**

- Council approved payment of bills and ratification of purchases made by the oversight committee chairs. No objection was stated before approval.

### **Good and Welfare**

- Council announced a town hall for Tuesday, July 14, 2026, at 6:00 p.m. regarding data centers and municipal zoning. Discussion will emphasize that the Borough is working proactively on zoning language and public input.

- Council discussed flooring work in the meeting room. The carpet was described as needing removal before new flooring could be installed. Discussion referenced removing the existing carpet after the July 18 business roundtable so a barrier could be installed on July 24 and new carpet laid on July 25.
- Council discussed delegating the room-preparation work to the Ad Hoc Renovation Committee.
- A written update from West Mayfield Youth Baseball was read into the record. The update thanked the Borough for its support, reported a successful spring season, noted facility and field improvements, and announced the upcoming Kip West Mayfield All-Star Classic Tournament scheduled for July 17 through July 19, 2026. The update also stated that no-parking signs would be posted along roadways for emergency access and that fall baseball sign-ups were in progress.
- Additional discussion addressed planning for court sizing, ADA access, handicap parking, and accessible swings in the park area.
- Nora Suess stated that she would be out of town July 24 through July 26 and would be unavailable for park shelter duties during that period.
- Council President Kevin Farkas reminded Councilmembers that it is inappropriate to use the Good and Welfare sessions to engage in last-minute discussions of informational municipal topics that are better suited for work session meetings or placed on meeting agenda if necessary.

### **Executive Session**

- Council recessed the meeting at 7:20 p.m. and entered executive session to discuss emergency management preparedness.
- The Solicitor had also raised discussion of the ongoing PUC complaint as a matter for executive session.
- Council returned from executive session at 7:58 p.m.
- The record stated that no business was conducted after returning from executive session.

### **Adjournment**

- With all agenda items completed, the meeting adjourned at 8:00 p.m.

Respectfully submitted,

Jenna White

Secretary

**Borough of West Mayfield**  
**Council Work Session Meeting Minutes**  
**Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010**  
**August 5, 2026**

Approved by Council: 2026-09-09

The Borough of West Mayfield Council Work Session meeting was called to order at 6:01 p.m. on August 5, 2026. The meeting opened with the Pledge of Allegiance, followed by announcements regarding decorum, recording of the meeting, silencing phones, and availability of agenda copies. Council stated that the purpose of the work session was to discuss agenda topics, hear reports, and prepare items for action at the next regular business meeting.

#### **Roll Call**

- Present: Council President Kevin Farkas, Council Vice President Justin Wichryk, Councilmembers John McAdoo, Robert Tate, Jason Stoyanoff, and Susan Istvan-Wood, and Mayor Licia Cogley.
- Secretary-Treasurer Jenna White and Tax Collector Kathleen Brewer also participated in the meeting discussion.
- Council stated that a physical quorum was present.

#### **Opening Business**

- Council reviewed the posted agenda. No substantive additions were raised, and the meeting proceeded under the published agenda.
- It was stated on the record that the agenda had been published at least 24 hours in advance through the borough website, consistent with the Sunshine Act.

#### **Citizens Comments on Agenda Items**

- Jacob Tate, 335 Brooks Street, asked the Borough to review a catch basin located in the middle of his Westport property and said it limits access and

creates a swampy condition. He said he wanted to smooth the hill and improve maintenance access and asked to work with the Borough toward a solution.

- Mr. Tate also asked whether the Borough could create some form of burning permit or special-use approval for storm-felled trees on his property, stating that contractor removal would be very expensive. Council responded that it would review the current ordinance and see whether any permitting or special-use path exists.

### **Office of Mayor**

- Mayor Licia Cogley reported no significant budget spending and said she had one item to turn in to Secretary Jenna White related to the business roundtable for reimbursement.
- The Mayor reported receiving a voicemail from Debbie Chesnick concerning a greenhouse and swing-set/property issue. Council discussion indicated the matter appeared tied to private-property ownership rather than a mayoral function.
- The Mayor also relayed a resident suggestion for a West Mayfield community night similar to Beaver Falls' annual neighborhood-style event. Council encouraged the Mayor to work with the resident on a more concrete plan and bring back details for possible future action.

### **Office of Tax Collector**

- Tax Collector Kathleen Brewer reported no substantive new business for the work session.
- Council discussion indicated that Butler Agnew & Associates can perform the Tax Collector/RETC annual audit, while the Borough will still need a different independent auditor for the municipal audit because Butler Agnew is now serving as the Borough's bookkeeper.

### **Engineer and Solicitor**

- Council noted that engineering matters should continue to be watched and that Widmer Engineering could be brought into future discussions as needed for specific projects.
- Council stated that Solicitor Joseph Budicak was reviewing a formal realtor complaint, continuing work on draft ordinances concerning the International Fire Code, data centers/zoning, and solicitation, and continuing work on the JEMS proposal regarding asset division.
- The International Fire Code ordinance was described as already approved for advertisement and expected to be ready for a vote at the next business meeting on August 12, 2026.
- Council stated that zoning/data-center draft language was expected from the Solicitor for August and that the Bailey matter and the PA One Call/PUC matter remained active legal items.

## **Budget and Finances**

- Justin Wichryk reported that the Butler Agnew & Associates transition was moving forward, with 2025 transactions being entered into QuickBooks Online and Secretary Jenna White working through remaining roadblocks as they arise.
- Council reviewed policy and procedure items under finance, including annual fraud-risk management requirements. Discussion indicated that most required training had been completed, with two remaining completions still pending per the on-record discussion.
- Council also discussed, on an exploratory basis only, the possibility of a future business privilege tax or similar revenue tool to support community economic development, while acknowledging that additional research would be needed before any policy direction could be set.
- For the 2027 budget process, Council said the overall structure and milestones should begin to be mapped out now so that proposed and final budget deadlines can be met in an orderly way later in the year.
- Council discussed researching possible employee health-insurance options for the public works crew for the 2027 budget cycle, including whether participation through a larger municipal pool or another shared arrangement might reduce costs.

- Council reported that First National Bank had presented two add-on fraud-prevention services during a recent banking meeting and that Chad Agnew (Butler Agnew & Associates) had recommended those services.
- Council stated that the STMP final report from the University of Pittsburgh had been received and was approximately 94 pages long. Discussion emphasized that the report contains numerous recommendations and may open later-phase funding opportunities through DCED, including possible IT and facility-related improvements.
- Council discussed engaging Turnley, Robertson & Associates as the Borough's independent auditor for 2025 through 2027. The firm was described as municipally experienced, recommended by Chad Agnew, and slightly less expensive than Butler Agnew's prior audit contract arrangement with the Borough.
- Council stated that year-to-date budget-to-actual reporting and fixed-asset reporting remain placeholders until additional accounting data is available through the Butler Agnew transition.
- Council spent significant time on the Water and Sewage Enterprise Fund task-force discussion. President Farkas referenced a public Zoom presentation he hosted on August 4, 2026 and said the Borough's current quarterly sewage base rate is \$40 for the first 10,000 gallons, and \$3.50 for each 1,000 gallons used over the base allotment. The presentation compared West Mayfield's rates to surrounding municipalities and described West Mayfield as a low-cost outlier relative to the regional comparison set.
  - The same discussion stated that recent financial analysis showed wastewater operating expenditures rising faster than sewage revenue and said the enterprise-fund surplus had fallen from about \$21,000 in 2020 to about \$4,461 in 2024. Council said this leaves less money available for sewer maintenance and repairs within the restricted fund.
  - Council reviewed possible 2027 sewage-rate options discussed in the presentation, including 0 percent, 30 percent, and 44 percent increases, and President Farkas also referenced a 56 percent catch-up model that was not included in the video presentation. Alternative billing structures and conservation-oriented approaches were also mentioned for further analysis.

- Discussion indicated that if Council chooses to change sewage rates for 2027, an ordinance would need to be adopted no later than October 2026 for first-quarter 2027 implementation.
- Council also stated that the previously approved sweep of surplus monies into the PLGIT investment fund remains pending until additional financial cleanup work is completed.

## **Culture and Recreation**

- Council reported limited spending in the Culture and Recreation area and noted that some recent costs were offset by donations. A bill for table coverings was mentioned during the discussion.
- Council revisited the need for written policy guidance on Community Park memorials. The discussion indicated that a formal written policy or resolution is still needed so future councils have a consistent reference point. Justin Wichryk said he could help write something up.
- It was also reported that Nora Soos had recently met with a grant contact about future improvements including the pickleball court and accessible swings.
- Council discussed the need to finalize standard operating procedures for park shelter rentals, the park concession, and event checklists. Discussion emphasized volunteer lists, first-aid readiness, AED planning, and post-rental checklists as important for insurance, risk-management, and operational consistency.
- Public Works Brian McNeely was reported to be working on making the park padlocks consistent. Discussion also raised concerns about leftover trash after rentals and a missing sweeper at the park shelter area.
- Council stated that a monthly report remains due from West Mayfield Youth Baseball under the concession arrangement, and Jason Stoyanoff said he would request one before Monday so it could be included in the Borough's records.
- Council stated that the August 8 community picnic/movie-night event had been canceled.
- Council positively reviewed the July 29 CPR/First Aid training held in the community room. There were 11 participants. Beaver Falls Fire Department indicated that similar training could be offered again in the future.

- Council stated that the August 15 annual car cruise was on track, the October 17 Trunk or Treat event was approaching quickly, and that the December 12 holiday-party date had been penciled in but was not yet confirmed with the school.
- Council said no date had yet been set for the annual Firetruck Santa event and that coordination with the fire department would still be needed regarding the date and candy arrangements. Council appropriated \$550 in the 2026 budget for candy.
- Council discussed the new carpeting in the community room, including positive feedback, complaints from some residents about spending priorities, and the need to keep the room clean so the new flooring is protected. A formal thank-you to the contributor and company involved in the carpet work was discussed.
- Council decided that four 8-foot black tables and one round table are needed for the community room. Entry rugs were also to be purchased for the doorways.
- Council discussed future ADA-related bathroom upgrades for the community room/public space and said the matter may require planning, design, and possible grant or DCED-related funding.
- Kathy Brewer reported that carpeting supplies had not all been donated and that approximately \$211.39 in related materials costs would need to be reimbursed.

### **General Administration**

- Council discussed whether the Borough should eventually acquire a fire-resistant filing cabinet for important records. Cost concerns were raised, and an alternative idea of a fire-resistant shipping/container-style storage option was also mentioned for comparison. More research is needed.
- Council again discussed the need for an organized asset-inventory program and whether that work should be handled in-house or outsourced. The discussion favored continuing to evaluate a more cost-effective in-house approach where possible.
- Council stated that the STMP report contains numerous general-administration recommendations, including documentation, job descriptions, and asset-management improvements.

- Council acknowledged the need to begin police-contract review and negotiations before the current agreement expires at the end of the year, rather than waiting until December.
- Council reported that the PennDOT Agility Program paperwork had been delayed by signature-format issues and a missed ink signature on page two, but the document is being fixed and resubmitted.
- Council said a large batch of meeting minutes was expected for review at the next business meeting and indicated that approval of those minutes should substantially clear the backlog.
- Council also reported ongoing work to catch up on municipal, state, and federal reporting requirements.
- Secretary Jenna White was asked to complete the annual Agency Open Records Officer activity report and report on any Right-to-Know activity. Council noted the importance of handling records and requests properly, as municipal records have legal status.
- For the general-administration asset inventory, Jenna White identified Borough equipment in her possession including a computer, printer, and typewriter, and additional office equipment in the building was also discussed. She said she expected to complete the general-administration inventory by the end of the month using the sample list Justin Wichryk had provided.
- Council reported that bonding paperwork for the Code Enforcement Officer and Planning-Zoning Officer had been sent in and was awaiting approval.
- Council also stated that a search for a third-party Code Enforcement Officer remained underway through outreach by Mark Stowe.
- Discussion emphasized broader professional-development and training tracking for employees and volunteers, including a spreadsheet to document CPR training, Borough-related training, and other required or useful credentials.

## **Governance**

- Council discussed the need for a policy or protocol on how the Borough should handle formal complaints after receiving a formal realtor complaint. Discussion stressed the need for a consistent process and early legal review where appropriate.

- Council stated that the Kaib council vacancy remains open and that at least one inquiry had come in through social media.
- Council said the PA One Call/PUC matter appeared to be moving toward settlement for less than the original fine, with required training also expected as part of the resolution. Discussion also raised the need for clearer local backup coverage when PA One Call or other sewer/emergency calls come in.
- Council stated that both the JEMS asset-distribution proposal and the Bailey sewer repair bill reimbursement request remain pending.
- Council said the International Fire Code ordinance is expected to come before Council for action at the next business meeting.
- Council also reviewed the need for zoning-ordinance amendments related to data centers and said zoning-map review had shown that the Borough's map needs correction. The discussion stressed that zoning amendments require special advertising, county review, and other procedural steps under municipal planning law.
- Council said an updated solicitation ordinance is still being drafted and also discussed the complexity of the Borough's existing business-and-taxation ordinance. During that discussion, President Farkas said a count of 27 businesses had been assembled with the assistance of Tax Collector Kathleen Brewer and Councilmember Susan Wood.
- Under strategic and comprehensive planning, Council referenced the recent business roundtable, the STMP phase-one report, and possible later-phase work including a future comprehensive plan to address long-term issues such as zoning, infrastructure, housing, utilities, and economic development.

## **Public Safety**

- Council stated that monthly written reports from public-safety professionals are municipal records and must be handled, retained, and produced accordingly.
- Code Enforcement Officer Robert Tate and Tina Lampus were thanked for the July written report. Mr. Tate said he had handled numerous permits and estimated that permit-related activity brought in approximately \$1,600 to \$1,700. He also said he was working to close older occupancy or contingency matters that had remained unresolved.

- Mr. Tate described a current occupancy-permit dispute involving a realtor, delayed communications, a missing payment that he said had not actually been received in the mail, and electrical deficiencies discovered during inspection. He said a GFI issue caused a refrigerator to shut off, a new panel lacked the required inspection sticker, and later discussion with the prospective buyer indicated there had been prior inspection concerns and a warning that the house could burn down if electrical issues were not corrected.
  - Mr. Tate said he ultimately issued a contingent occupancy permit requiring the electrical problems to be corrected and signed off by an inspector, but he also stated that the matter was not sitting well with him and that the related complaint had been taken to the Solicitor for legal guidance. Subsequently, this matter has been resolved and closed.
- Council discussed public-safety training and qualification tracking more broadly, including required credentials for emergency-management work and the Borough's responsibility as employer to ensure qualifications and training are documented.
  - Council also said it needed to improve how it reduces public-safety risk by using better procedures rather than defaulting to prior practices that simply let problems continue.
- Under traffic and roadway safety, Council discussed replacing the stop-sign installation set in concrete on the corner of Patterson Avenue and with a compliant breakaway-style sign assembly and keeping the base height and installation details consistent with safety requirements. Public Works was asked to move that correction forward.

## **Public Works**

- Council stated that PA One Call training for Public Works still needs to be completed and further clarified.
- Council discussed the Public Works asset inventory and said the August target would likely need to be regrouped, but agreed that the inventory remains necessary both for recordkeeping and for identifying equipment that should be repaired or replaced.

- Council said required Public Works reporting and inspection practices, including outfall and road inspections, need to be followed more consistently going forward.
- On road paving, Council discussed the need to assess road conditions earlier in the season, identify priority paving work sooner, and align requests for bids with the Borough's adopted timeline rather than paving late in the year. Discussion acknowledged that the intended 2026 paving-process timeline had not been met.
- Council also discussed whether a hotbox would allow more smaller-scale road repairs to be handled in a timely way. A rental quote of \$400 per day or \$1,200 per week for a 3-ton hotbox was reported, and further evaluation was requested.
- Regarding 2025 paving work, Council discussed deterioration on roads paved by Wright Asphalt and referenced a 12-month guarantee in the contract documents. Brian McNeely (road crew supervisor) reported that the company had said it warned that the weather was too cold for the paving work but was told to proceed. Council said the matter should be pursued through the Solicitor and Widmer Engineering so the Borough can evaluate its contractual rights before the guarantee period expires.
- Council reviewed generator proposals for the municipal building and said four bids or specifications had now been gathered. Discussion focused on comparing costs, service expectations, and how the project should be coded or funded, while also noting that the Borough appears to have money available to move the project forward if Council chooses to act.
- Brian McNeely reported some smaller equipment needs, including replacing the broken air seat in the big truck with a regular bench seat and purchasing tires for the Bobcat. Council said those costs should be put into clearer motion-ready form for the next meeting.
- Council considered Waste Management's Shred-It community event program and noted that, although residents would use it for free, the Borough would have to pay the hosting cost. Because nearby communities and other organizations already offer similar events, the idea was not favored at this time.
- Council acknowledged that the MS4/outfall-survey work remains unfinished and said the Borough will have to regroup and stay on top of DEP-related stormwater reporting.

- Council discussed the drainage issue at West 7th and 43rd Street and said additional effort was still needed to reach the adjacent property owner and move the matter forward.
- Council also discussed vegetation and visibility concerns at 37th Street Extension and Knapp Street and said PennDOT would be the responsible agency to contact. A separate concern was also raised about the area of a water-main break near a residence on 37th Street, which was described as a municipal-authority issue.

### **Good and Welfare**

- Additional discussion continued regarding park-shelter rental practice, including when shelters are unlocked, when lights are turned on, and the need to ensure renters lock doors and secure facilities after use.
- Mayor Cogley urged that park rules and regulations signage be finalized and installed as soon as possible, especially to address parking on the grass. Council responded that the related park rules still need to be formally finalized before signs are installed and said multiple signs may be needed.
- Council also noted that Wright Industries/Wright Asphalt had reportedly sold its paving division to Lindy Paving, but members stated that any existing contractual obligations would still need to be honored if applicable.

### **Adjournment**

- With no further business raised, the work session adjourned at 8:52 p.m.

Respectfully submitted,  
Jenna White  
Borough Secretary-Treasurer

**Borough of West Mayfield**  
**Council Regular Business Meeting Minutes**  
**Council Chambers, 4609 W. 8th Ave, Beaver Falls, PA 15010**  
**August 12, 2026**

Approved by Council: 2026-09-09

The Borough of West Mayfield Council Regular Business Meeting was called to order at 6:02 p.m. on August 12, 2026, at Council Chambers, 4609 W. 8th Ave, Beaver Falls, Pennsylvania, followed by the Pledge of Allegiance.

### **Roll Call**

- Present at roll call: Council President Kevin Farkas, Council Vice President Justin Wichryk, Councilmember Susan Istvan-Wood, Councilmember John McAdoo, Mayor Licia Cogley,
- Not present: Councilmember Jason Stoyanoff, Councilmember Bob Tate
- Also present: Tax Collector Kathleen Brewer, Solicitor Joseph Budicak, Secretary-Treasurer Jenna White, Public Works Lead Operator Brian McNeely, Police Chief David Johnson, and Fire Chief Mark Stowe who participated in the meeting.
- A physical quorum of Council was stated to be present.

### **Opening Business**

- Opening announcements were made regarding quorum, silencing phones, recording of the meeting, and the availability of agenda copies.
- Council reviewed the posted agenda and amended it to add an executive session after Good and Welfare to discuss the PUC settlement, the JEMS settlement, and the Wright Paving warranty; to revise the municipal-service-contract item into a motion creating a fiscal policy to seek and review at least two competitive proposals for municipal service contracts; and to add a Public Works motion concerning a dangerous dead tree on borough property.
- No objection was stated before the amended agenda stood approved.

## **Office of Mayor**

- Mayor Licia Cogley reported a complaint from a Craig Street area neighbor regarding an old pond or overflow condition on private property that was sending water downhill, washing out roadway work, gravel, and adjacent areas near 37th Street.
- Council directed that the concern be submitted through the borough's online citizen-comment process so the matter could be routed to the appropriate public-works personnel for review.

## **Office of Tax Collector**

- No substantive Tax Collector report.

## **Professional Reporting**

- Secretary-Treasurer Jenna White read the July 31, 2026 fund balances into the record as follows:
  - General Fund \$1,567,932.07
  - Highway Aid Fund \$15,667.84
  - PLGIT Investment Fund \$4,211.05
  - PLGIT Capital Purchase Fund \$1,885.73
  - Water and Sewer Fund \$64,810.11
  - PLGIT Emergency Management Fund \$13,191.21
  - Sewer Maintenance Fund \$181,410.28.
- Ms. White reported that there was no correspondence at that time.
- The July fire report stated that the Beaver Falls Fire Department responded to 14 calls, recorded 245 training hours, and reported \$0 fire loss.
- The July police report stated that Beaver Falls Police had 65 cases cleared and closed.

- Fire Chief Stowe reported that during July the department completed a smoke-alarm installation blitz, installing 11 smoke alarms in borough homes. He stated that the homes served had no smoke alarms before the installs and encouraged residents needing smoke alarms to call for free installation.
- Police Chief Johnson reported that neighborhood-watch programming was moving into a new season and said the first presenter would focus on railroad safety. He stated that the meeting would be held on the last Monday at 7:00 p.m. at First Christian Assembly Church at Lincoln Place and 9th Street, and that a flyer would be sent for borough posting.

### **Solicitor**

- Solicitor Joseph Budicak discussed zoning regulation of data centers. He advised that the borough could not simply prohibit a legitimate land use outright, but could limit data centers to appropriate zoning districts such as industrial areas and make the use conditional.
- The Solicitor explained that a conditional-use approach would allow Council to adopt criteria and lot-coverage or similar conditions that applicants would need to meet before Council could grant approval.
- Council directed the Solicitor to proceed with a draft approach for further review by Council and the data-center task force.

### **Citizens Comments on Agenda Items**

- Michael Frazier, 3517 W 3<sup>rd</sup> Avenue, stated that he had recently moved into the borough and had been researching data centers. He said data centers can drive up area energy costs and can also create significant sound impacts.
  - Mr. Frazier agreed to participate on the borough's data-center task force after Council invited his involvement.

### **Old Business**

- Under Budget and Finance, Council continued the tabling of the resolution concerning withdrawal from the 2010 West Mayfield/Eastvale EMA

Intergovernmental Cooperation Agreement. No objection was stated before the item remained tabled.

- Under Public Safety, Council continued the tabling of the resolution approving the 2025 West Mayfield Emergency Operations Plan. No objection was stated before the item remained tabled.
- Under Public Works, Council continued the tabling of the motion to allocate up to \$2,000 toward a knotweed eradication effort. Discussion indicated that Council was still gathering information and that the committee lead was not present. No objection was stated before the item remained tabled.

### **New Business - Budget and Finance**

- Council approved authorizing the purchase of FNB Fraud Prevention Services consisting of Positive Pay and ACH Debit Filter at an estimated annual cost of \$876. Discussion covered the current prevalence of bank fraud, the borough's transaction volume, and whether the services could later be changed or discontinued. No objection was stated before the motion passed.
- Council discussed a resolution appointing Turnley, Robertson & Associates as independent auditor for the 2025 and 2026 accounting records and a separate resolution approving a three-year auditing-services agreement. During discussion, Council noted that Turnley, Robertson had been recommended by Butler Agnew, that the 2025 audit was time-sensitive, and that additional comparison pricing for future years would be desirable. The two items were tabled without objection to allow for more research.
- Council approved a motion creating a fiscal policy directing Council to seek and review at least two competitive proposals for municipal service contracts. Discussion clarified that professional-service review does not necessarily require selecting the cheapest option and that some intergovernmental arrangements may be treated differently. No objection was stated before the motion passed.
- After adopting that fiscal-policy direction, Council tabled the auditor-appointment resolution and the three-year auditing-services agreement until the next meeting. No objection was stated before both items were tabled.
- Council approved adding the 2027 budget planning and adoption schedule to the official borough calendar, including November 4, 2026 for adoption of the proposed budget and December 9, 2026 for final adoption of the 2027 budget

and tax resolution or ordinance. Discussion emphasized early budget planning so advertising and statutory public-inspection requirements could be met without adding extra meetings. No objection was stated before the motion passed.

### **New Business - Culture and Recreation**

- Council adopted Community Park Rules and Regulations after discussion of the 18 listed rules, including park hours from dawn to dusk, leash and waste requirements for pets, trash disposal, limits on open fires except designated grill use, parking rules, restrictions on damage to trees and facilities, weapons prohibitions, limits on recreational devices on courts and fields, and shelter-reservation priority. Discussion noted that alcohol and smoking prohibitions were not added at this time and that the rules could be amended later if needed. No objection was stated before the motion passed.
- Council approved the policy for Management of Ceremonials & Memorials in the Community Park. Discussion noted that the policy established a review process, borough control over memorial approvals, and maintenance responsibilities for the parties requesting memorials. No objection was stated before the motion passed.
- Council approved the policy for Municipal Event Planning Checklist. Discussion described it as a practical planning guide covering preparation timelines, volunteer coordination, emergency considerations, and after-action review. No objection was stated before the motion passed.
- Council tabled the proposed SOP or policy for the Park Shelter Rental Concession because the document was not yet ready for approval and required further work by the committee. No objection was stated before the item was tabled.

### **New Business - General Administration**

- By acclamation, Council approved the following meeting minutes: March 4, 2026 Council Work Session; March 11, 2026 Council Regular Business Meeting; April 1, 2026 Council Work Session; April 8, 2026 Council Regular Meeting; May 6, 2026 Council Work Session; May 13, 2026 Council Regular Meeting; June 10, 2026 Council Regular Business Meeting; July 1, 2026 Council Work Session; and July 8, 2026 Council Regular Business Meeting.

- Discussion noted that Council had been working through a backlog of meeting minutes and expected the approval process to become easier going forward as drafts were handled while still fresh.

### **New Business - Governance**

- Council adopted the ordinance adopting the 2023 edition of the International Fire Code for the borough. Chief Stowe stated that adoption would give the borough enforceable fire-code standards for matters such as dangerous properties, rental-inspection issues, smoke alarms, electrical concerns, open burning, and related fire-safety enforcement. No objection was stated before the ordinance passed.
- Council approved payment of the \$1,250 PUC settlement and directed borough personnel to complete the required PA One Call training. The Solicitor stated that the upcoming hearing had been postponed and that the borough's commitments under the settlement included payment and completion of at least one training course. No objection was stated before the motion passed.
- Council approved the policy for Management of Formal Complaints. Discussion referenced a recent realtor complaint and stated that the policy was intended to provide routing, record-handling, and response guidance for formal written complaints rather than casual remarks raised informally. No objection was stated before the motion passed.

### **New Business - Public Safety**

- Council approved a motion requiring the Emergency Management Coordinator, as an appointed public-safety official and paid borough employee, to attend monthly Council work-session meetings or business meetings for public discussion of emergency-management matters. Discussion centered on accountability, the importance of public emergency-management discussion, and Council's authority over the terms and conditions of the appointment. No objection was stated before the motion passed.
- Council approved a motion to begin updating the borough zoning map so it is consistent with the current zoning ordinance or any amended ordinance, in accordance with the Municipal Planning Code. Discussion reflected uncertainty about which existing map should be treated as the official map and noted that an

official map must be selected, attested, and properly filed. No objection was stated before the motion passed.

### **New Business - Public Works**

- Council approved initiating removal of a dead tree on borough property at the corner of Mayfield Alley and Rock Avenue, up to \$1,500, pending Duquesne Light consultation. Discussion stated that the tree posed a public-safety concern and that Duquesne Light might be asked first whether it would address the hazard because of nearby power-line concerns. No objection was stated before the motion passed.
- Council approved a motion requesting that PennDOT place 10-ton weight-limit signs conspicuously at the borough's east and west boundaries on Route 251 / 37th Street Extension. No objection was stated before the motion passed.
- Council approved a motion formally requesting that PennDOT perform a traffic and engineering study regarding the potential prohibition of engine brake retarders within the borough. Discussion questioned whether such a study would still be needed if weight-limit enforcement reduced heavy-truck traffic, but Council proceeded with the request. No objection was stated before the motion passed.

### **Payment of Bills**

- Council approved payment of bills and ratification of purchases made by oversight committee chairs by acclamation, with no objection stated.

### **Good and Welfare**

- Council noted that the (Kaib) Borough council seat remained vacant and invited interested residents to submit a letter if they wished to be considered.
- Michael Frazier asked whether a person must have lived in the borough for 12 months to be appointed to Council as opposed to running for office. Council stated that the legal requirement would need to be checked and also noted that committees offered an additional avenue for participation.

### **Executive Session**

- At 7:46 p.m., Council recessed into executive session to discuss the PUC settlement, the JEMS settlement, and the Wright Paving warranty.
- Council stated before the recess that no business would be conducted during or after executive session.

### **Adjournment**

- Council reconvened from executive session at 8:03 p.m.
- No further business was conducted after the executive session.
- The meeting then stood adjourned at 8:03 p.m.

Respectfully submitted,  
Jenna White  
Secretary-Treasurer