

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