

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

Council Work Session Meeting September 2, 2026 | 6pm

Call to order & Pledge of Allegiance

Announcements: Decorum, Phones, Recording, Copies of agenda

Roll call & quorum status

Review & approval of current agenda

Citizens comments on agenda items

Reports & Discussions

Office of Mayor - Licia Cogley

1. Budget Watch

Office of Tax Collector - Kathleen Brewer

1. Budget Watch

Engineer - Widmer Engineering

Municipal Engineering Work

1. Engineering projects

Solicitor - Joseph Budicak, Esq.

Municipal Legal Work

1. Ordinances
 - A. Zoning (Data Centers)
 - B. Solicitation
 - C. IPMC
2. Litigation
 - A. JEMS Proposal
 - B. Bailey

Council

Budget & Finances - Oversight: Justin Wichryk

Operations/Administrative

1. Budget Watch

Policies & Procedures

1. Status:
 - A. Training for Annual Fraud Risk Assessment (2026)
 - B. [DRAFT Policy-SOG Professional-Service Contracts](#)

Municipal Budget

1. Status: 2027 Budget Process
2. Discussion:
 - A. Proposals for Sewer Rate Increase
 - B. Employee Health Insurance

Financial Management, Records & Reporting

1. Status:
 - A. Alternative Professional-Service Quote - Independent Auditor
 - B. BAA transition
 - C. YTD Budget to Actuals (2026), Fixed Assets List (2026), etc.

Municipal Funds Management & Investments

1. Status: PLGIT Investment Fund - Surplus monies sweep
2. Discussion
 - A. Water & Sewer Fund
 - a. [DRAFT 2026-09-09 Resolution Requiring Quarterly Review of Enterprise Fund & Biennial Reviews of Sewage Rates](#)
 - b. [DRAFT 2026-10-07 Resolution Increase in Sewer Rates Effective January 1, 2027](#)

Culture & Recreation - Oversight: Jason Stoyanoff

Operations/Administrative

1. Budget Watch
2. Status: Park Rules Signage

Policies & Procedures

1. TBD

Park Shelter Rental Concession

1. Status: [DRAFT Policy/SOG - Park Shelter Rental Concession](#)
2. Discussion:

- A. Need for more parking spaces
- B. Hard surface border around Shelter #2
- C. Hard surface walk way between shelter #2 and bathrooms

WMYB Concession

- 1. Review: WMYB monthly report.

Programing (Events, Activities)

- 1. Status:
 - A. 2026-08-15: Annual Car Cruise Fundraiser (2026)
 - B. 2026-10-17: Trunk or Treat Down in the Hollow (2026)
 - C. Annual Firetruck Santa (2026)
 - D. 2026-12-12: Annual Holiday Party (2026)

Community Room

- 1. Status:
 - A. Ad Hoc Committee expiration (September 1, 2026)
 - B. Tables, room mural, accessories, etc.
 - C. Bathroom upgrade, ADA compliance, funding

General Administration - Oversight: Kevin Farkas

Operations/Administrative

- 1. Budget Watch
- 2. Discussion:
 - A. Municipal Records Storage System
 - B. Asset Management Program
 - C. Contract Management System

Policies & Procedures

- 1. Discussion: STMPD recommendations

Contracts & Agreements

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

Municipal Reporting

- 1. Status:
 - A. Rental Property Management Program (application rate, issued licenses, revenue, etc)
 - B. Municipal reporting backlog
 - C. Completed: Annual AORO Activity Report (2026)

D. Completed: Annual General Administration Asset Inventory (2026)

2. Discussion:

- A. [DRAFT_2026-08-05_Minutes_Council Work Session Meeting](#)
- B. [DRAFT_2026-08-12_Minutes_Council Regular Business Meeting](#)

Human Resources

1. Status:

- A. Hiring 3rd Party Code Enforcement Officer
- B. Public Officials Fidelity Bonding (CEO, PZO)
- C. Professional Development & Training
 - i. Required PUC One Call training
 - ii. Signed Acknowledgements-PW Handbook
 - iii. PIP (Professional Development & Training)
 - Completed: Borough Secretary
 - Pending: Code Enforcement Officer
 - Pending: Planning-Zoning Officer

Governance - Oversight: Kevin Farkas

Operations/Administrative

1. Budget Watch

Policies & Procedures

1. Discussion:

- A. [DRAFT Policy-SOG: Municipal Communications](#)
- B. [DRAFT Policy-SOG: Council Committees](#)
- C. [DRAFT_Policy-SOG_Procedures Manual for Councilmembers](#)

Council Vacancies

1. Status: Kaib vacancy

Legal & Litigation

2. Status:

- A. JEMS Proposal
- B. Bailey Request

Legislation (Ordinances, Resolutions, & Regulations)

1. Status:

- A. Proposed amendments to update Zoning Ordinance (Data Centers, Zoning Map)
- B. Proposed Revision of Zoning Map (to be included in updated Zoning Ordinance)

C. Proposed Solicitation Ordinance amending or repealing Chapter 820
Peddlers & Solicitors

2. Discussion:
 - A. Amending Sewer ordinance: responsibility for wye connections
 - B. Implementation of Business Privilege Tax
 - C. Adoption of UPMC

Strategic & Comprehensive Planning

1. Status:
 - A. STMPP Phase 1 - Final Report & Recommendations
 - B. Next STMPP Phases and opportunities
2. Discussion: Creation of Comprehensive Plan

Public Safety - Oversight: Sue Wood

Operations/Administrative

1. Budget Watch

Policies & Procedures

1. TBD

Code Enforcement

1. Review: [Monthly Written Professional Report \(for Aug 2026\)](#)
2. Status: Current Issues

Emergency Management

1. Review: [Monthly Written Professional Report \(for Aug 2026\)](#)
2. Status:
 - A. 2026 Emergency Operations Plan
 - B. Borough Emergency Operations Center
 - C. FEMA Credentials for Elected Officials
3. Discussion:
 - A. Plans for September Emergency Preparedness Month
 - B. Plans for September 19 Emergency Management Coordinators Day in Pennsylvania

Fire Prevention & Protection

1. Review: Monthly Written Professional Report (for Aug 2026)
2. Status:

- A. Jake Tate request for special permission for open burning (see 8/5 meeting minutes)
- B. Smoke Alarm program
- C. AED/First Aid Kits for Municipal Building, Park (funding, training)

Planning/Zoning

- 1. Review: Monthly Written Professional Report (for Aug 2026)
- 2. Status:
 - A. Updated Zoning Map
 - B. Task Force Town Hall - Data Centers & Municipal Zoning
- 3. Discussion: Appointment of Michael Frazier as ZHB member #3

Police Protection

- 1. Review: Monthly Written Professional Report (for Aug 2026)
- 2. Discussion: Michael Frazer interest in negotiation team

Traffic, Roadway, & Pedestrian Safety

- 1. Review: Activities and issues
 - A. STOP sign at Patterson & W3rd now on breakaway post
- 2. Status:
 - A. Unauthorized trucks on 37th St Initiative
 - i. Request to PennDOT for weight limit signage (see motion passed in Aug.)
 - ii. Request to PennDOT to study engine brake permissibility (see motion passed in Aug.)

Public Works - Oversight: Bob Tate, John McAdoo

Operations/Administrative

- 1. Budget Watch
- 2. Status: Annual PW Asset Inventory Report (due 8/15)
- 3. Discussion:
 - A. PSAB Online Roads Training, October 1st
 - B. PW Preventative Maintenance Programs
 - i. Building & Grounds
 - ii. Equipment
 - iii. Sewers
 - iv. Roads

Policies & Procedures

2. Discussion: [DRAFT_Policy/SOG_Public Works After Hours Call Out Protocol](#)

Buildings & Grounds

1. Status:
 - A. Dead tree on Rock Ave & Mayfield Alley
 - B. Additional bids for the Emergency Power Generator System (Brian McNeely, Justin Wichryk)

Equipment & Vehicles

1. Status: Proposals for needed equipment.

Sanitation & Waste

1. Discussion: Discussion: Unauthorized dumping at Compost Yard

Sewers

1. MS4 Stormwater System
 - A. Status:
 - a. Jake Tate request to review catchbasin on his W4th property (see 8/5 meeting minutes)
 - b. 2026 Outfall Survey (due in June)
2. Sanitary Sewer System
 - A. Status:
 - a. Jean St clog (school property)
 - b. Brozich broken lateral (803 37th St)

Streets

1. Status:
 - A. 2026 Road Paving Plan
 - B. Wright Paving touch up work
 - C. Roadside Stormwater Drainage Projects
 - i. Craig Alley (south section), [2026-08-28_Widmer Opinion_Craig Alley.pdf](#)
 - ii. W 7th & 43rd St, [2026-08-28 Widmer Opinion W7TH.pdf](#)
 - iii. Craig St. Alley & 43rd St.
2. Discussion
 - A. 2027 Road Paving Plan

Good and Welfare Announcements

Adjournment