Borough of West Mayfield

Community Room, 4609 W. 8th Ave, Beaver Falls, PA 15010

Agenda
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: STMPP 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 IPMC

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: 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