Borough of West Mayfield

Council Work Session Meeting Minutes

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

September 2, 2026

Approved by Council: October 14, 2026

The West Mayfield Borough Council Work Session Meeting was called to order at 6:00 p.m. on September 2, 2026, at Council Chambers, 4609 W. 8th Ave, Beaver Falls, Pennsylvania, followed by the Pledge of Allegiance. Opening reminders addressed decorum, phone silencing, meeting recording, and available agenda copies. The current agenda stood as presented. A physical quorum of Council was met.

Roll Call

- Present: Council President Kevin Farkas, Council Vice President Justin Wichryk, Councilmember Robert Tate, Councilmember Jason Stoyanoff, Councilmember Susan Istvan-Wood, and Mayor Licia Cogley.
- Absent and excused: Councilmember John McAdoo.
- Also participating: Secretary-Treasurer Jenna White.
- Council Vice President Justin Wichryk chaired the meeting.

Citizens Comments on Agenda Items

- Kathleen Brewer, 3628 Matilda Street, spoke in support of a sewer-rate increase. She stated that the Borough needs to build the sewer fund balance and favored the 44% model discussed by Council.

Office of Mayor

- Mayor Licia Cogley reported that a representative of a Beaver County clean-energy group had provided informational flyers. The group planned a September 17 meeting at Carnegie Library; the Mayor asked that the information be posted while she is away.
- The Mayor reported that she had requested bids for park-rules signage, including no-overnight-parking language, and expected bids for consideration at the next meeting.

Office of Tax Collector

- Tax Collector Kathleen Brewer reported no additional matters and indicated that her budget was fine.

Engineer and Solicitor

- Council noted that Widmer Engineering matters would be addressed later under Public Works.
- Solicitor Joseph Budicak was not present. Council noted ongoing work concerning proposed zoning, solicitation, and IPMC ordinances, as well as the JEMS proposal and Bailey matter.

Budget and Finances

- Council continued to await Butler Agnew Associates (BAA) information needed to clarify 2026 actuals and support the 2027 budget process. An update was expected before the next business meeting.
- Council discussed employee-health-insurance quotations. A broker was obtaining comparative information based on available November rates for use in budgeting.
- Council reported that all but one person had completed the 2026 annual fraud-risk-assessment training; John McAdoo remained outstanding. A draft professional-services-contract policy was to be posted for review.
- An alternative independent-auditor quote was expected by the next business meeting. Council also discussed the BAA transition, year-to-date budget-to-actual reporting, and the fixed-assets list.
- Council discussed transferring surplus funds into PLGIT investments once actual financial information is available. Members noted that estimated investment earnings were being left unrealized while the transfer remained pending.

  Water and Sewer Fund

  - Council reviewed sewer-rate proposals using August Beaver Falls Municipal Water Authority account data for 535 active accounts. The discussion included models based on 30%, 44%, and 56% increases, a conservation model, and a flat-rate model.
  - Members discussed the 44% model, which was described as an estimated $22 quarterly increase on an average sewer bill for customers and an estimated $15,800 quarterly surplus for the Borough. Council also discussed a phased percentage alternative; Jason Stoyanoff was asked to provide a written comparison of its municipal and customer impacts for the Monday memo.
  - Council discussed Aqua's $3.66 /1,000 gallons wastewater treatment rate lock for three years, uncertainty after that period, potential flow-metering impacts, the need to build a renewable sewer fund surplus, and historic infrastructure needs. The discussion referenced approximately $186,000 in nonrenewable settlement funds and an estimated $1.8 million to $1.9 million cost to line all pipes.

- Council discussed proposed resolutions for quarterly enterprise-fund review and biennial sewer-rate review. Members also discussed delinquent-account aging reports, available surcharge and lien authority, and the need to review account reports regularly.

Culture and Recreation

- Council reported that the park-rules-signage matter was addressed under the Mayor's report. A draft park-shelter-rental concession policy was presented for public review and further Council input.
- Council discussed potential park improvements, including parking, an accessible walkway between Shelter #2 and the bathrooms, hard-surface improvements, accessible parking, security cameras, pickleball-court improvements, and accessible swings. Members favored developing a complete grant-ready plan rather than undertaking isolated improvements without a plan.
- A pickleball-court and accessibility concept being developed with A.R. Oliastro, Inc. was described as including court resurfacing, fence relocation, two paved accessible parking spaces, a walkway, accessible swings, and receptacles, with an estimated project total of about $133,000.
- Council requested that West Mayfield Youth Baseball (WMYB) provide a monthly concession report, including a report when there is no activity. The requested report had not yet been received.
- Council reported that the annual Car Cruise fundraiser generated $3,005.69. Planning continued for Trunk or Treat, Firetruck Santa, and the December 12 holiday party; school availability for the holiday party remained to be confirmed.
- Council discussed continuing the Community Room ad hoc committee for several additional months. Members also discussed wall décor, a coffee bar, and a plan and grant funding opportunities for an ADA-compliant bathroom upgrade.

General Administration and Governance

- Council discussed developing a municipal records-storage system, asset-management program, and contract-management system, including secure fire-resistant storage and digitized, searchable records.
- Council reviewed the STMPP final report and noted that its recommendations may be necessary to pursue state funding. Staff reported progress on the annual Agency Open Records Activity Report and the General Administration asset inventory.
- Draft August 5 work session and August 12 regular business meeting minutes were available for review before the next business meeting.
- Council discussed the rental-property-management program and the need to maintain records that support reporting on applications, licenses, and

revenue. Staff noted that rental information and payments were being tracked in Google Sheets.

- Council discussed police-contract review and scheduled a meeting with Chief David Johnson for September 8, seeking a draft contract by October 1 for budgeting.
- The PennDOT Agility Program agreement was progressing following required ink signatures.
- Council discussed third-party code-enforcement assistance from Curtis Pagley of Beaver Falls, pending fidelity-bond follow-up, required One Call training for Public Works staff, Public Works handbook acknowledgements, and professional-development plans.
- Council reviewed planned training, including FEMA ICS certification for elected officials. Justin Wichryk and Robert Tate were identified as having completed the certification; additional officials remained to complete it.
- Council discussed draft policies concerning municipal communications, Council committees, and a procedures manual for Councilmembers. The Council vacancy (Kaib seat) remained unfilled.
- Council discussed the need to determine and formalize the Borough zoning map. A work session was proposed so Council could examine the maps, seek Widmer Engineering input, and follow the Municipal Planning Code process for any changes.
- Council discussed possible amendments concerning sewer wye-connection responsibility, a business-privilege tax, and adoption of the International Property Maintenance Code (IPMC).
- Council also discussed pursuing assistance from George Newsom to develop a comprehensive plan, subject to future consideration of costs and funding.

Public Safety

- Code Enforcement reported several permits and rental-registration matters, continued work to correct payments improperly made out to a former Borough official, and a potential court matter involving a permit dispute.
- The Code Enforcement Officer was following up with PennDOT concerning a planned opening of 37th Street for the Brozich lateral issue.
- Council discussed a complaint about feeding raccoons, a possible traffic-related improvement referenced by Dwayne McCann, and the importance of supporting authorized Code Enforcement and Public Works decisions when responding to the public.
- Emergency Management Coordinator Eli Kosanovich reported that the Borough can operate a mobile emergency operations center using radio and mobile resources, while the Council Chambers remains a potential operating location. He participated in Beaver County hazard-mitigation-plan work, preserving the Borough's eligibility to participate when the Beaver County plan is completed and adopted.

- Council discussed the 2026 Emergency Operations Plan, an emergency-power system for the municipal building, FEMA ICS credentials, and public outreach for September Emergency Preparedness Month. The August fire and police reports had not yet been received.
- Council discussed the request for special permission to conduct open burning of trees. Members reviewed the ordinance's prohibition on open burning except in specified circumstances and noted that a DEP permit and fire-department approval would be required for such burning. Council discussion indicated that the request was not expected to proceed without a DEP permit.
- Council noted that the Beaver Falls Fire Department had installed 11 smoke alarms and remained available to assist residents. Members also discussed pursuing grants and planning for AEDs and first-aid kits at the municipal building and park.
- Council discussed public engagement regarding a proposed data-center zoning ordinance and appointment of Michael Frazier to the Zoning Hearing Board, subject to confirmation of his interest, eligibility, and the proposed term.

Police Protection and Traffic Safety

- Council discussed inviting Michael Frazier to participate in police-contract negotiations, recognizing his police-academy schedule and prospective experience. Council also discussed obtaining at least one comparative police-service contract as part of professional-services due diligence.
- Council noted that the stop sign at Patterson and West Third Street had been placed on a breakaway post. Members discussed retaining children-crossing signs where children continue to cross streets.
- Councilmember John McAdoo is following up on prior PennDOT requests concerning 37th Street truck restrictions and engine-brake permissibility.

Public Works

- Council discussed the need for current financial information to evaluate Public Works spending and prepare the 2027 budget. Staff were asked to begin a Public Works asset inventory, with written lists to be digitized as needed.
- Council discussed October 1 PSAB roads training, preventative-maintenance programs, and a draft after-hours call-out protocol. Members emphasized clear notification, chain-of-command, safety, insurance, and emergency-versus-next-business-day decision-making procedures.
- Council discussed a dead tree at Rock Avenue and Mayfield Alley. Duquesne Light was to be contacted again to assess whether it could remove the tree sooner than the Borough contractor.
- The emergency-generator-system bids remained under discussion pending a funding decision.

- Public Works needs discussed included a salt spreader, Bobcat tires, a saw, cold patch, salt, and potential replacement or used snow-plow equipment. Council asked for approximate costs and supported communicating needed purchases and potential auction opportunities.
- Council discussed repeated unauthorized dumping at the Yard Waste Facility, including metal, concrete, fence materials, and treated wood. Members discussed signage, existing camera issues, and potential future grant-funded cameras capable of documenting vehicle license plates.
- Council discussed the W4th Ave catch-basin request and directed further review of whether the structure is on private property.
- The annual MS4 outfall survey remained incomplete; Public Works was to provide a sample prior report and develop a usable inspection form and process.
- Council reported that the Jean St clog at school property had been addressed. Video review indicated that the Brozich broken lateral was on the property-owner side approximately one foot from the Borough main; the Borough planned to observe and camera the work when the lateral is opened.
- Council discussed 2026 road-paving reporting, Wright Paving touch-up work, and Widmer Engineering opinions for drainage projects. Widmer recommended inlets and related work for Craig Alley and W. 7th Ave. Members discussed pipe materials for three drainage locations, estimated at roughly $600, along with the need for sustainable drainage improvements and possible gravel-road grant opportunities.
- For the 2027 road-paving plan, Council discussed shifting from large paving projects toward smaller, responsive in-house repairs, including tar-and-chip work and potential hot-box equipment, with further budget discussion anticipated.

Good and Welfare

- Council requested follow-up on two overdue thank-you letters to carpet donors.
- Brian McNeely reported planned vacation from September 15 through September 18, with expected return September 20. Council requested earlier advance notice for future absences.
- Councilmember Jason Stoyanoff stated that he has a current first-aid/CPR certification and lifeguard training and was asked to provide credentials for the Borough training-and-credentials spreadsheet.
- Council discussed providing advance notice through the Monday memo when remote participation is requested.

Adjournment

- The meeting adjourned at 9:34 p.m.

Respectfully submitted,
Jenna White
Borough Secretary-Treasurer