

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

Council Work Session Meeting October 7, 2026 | 6pm

Call to order & Pledge of Allegiance

Announcements: Decorum, Phones, Recording, Copies of agenda, Executive Session

Roll call & quorum status

Review & approval of current agenda

Citizens comments on agenda items

Reports & Discussions

Office of Mayor - Licia Cogley

- A. Office Budget YTD

Office of Tax Collector - Kathleen Brewer

- A. Office Budget YTD
- B. RETC Auditing

Engineer - Widmer Engineering

- A. Professional Services Budget - YTD
- B. Engineering Services/Projects
 - 1. MS4 roadway project consulting
 - 2. State road opening permit application
 - 3. MS4 reporting to DEP
 - 4. Borough Engineer Training (TBC)

Solicitor - Joseph Budicak, Esq.

- A. Professional Services Budget - YTD
- B. Legal Services/Projects
 - 1. Ordinances
 - 2. Litigation

Council

Budget & Finances - Oversight: Justin Wichryk

Operations/Administrative

- A. Committee Budget YTD
- B. Financial Management/Bookkeeping: BAA transition

Auditing

- A. Municipal Auditing
 - 1. Turnley Robertson
 - i. Council [authorized contract for 2025-2027](#)
 - ii. Engagement letter signed & delivered ([for 2025 audit](#))
- B. RETC Auditing
 - 1. Discussion: BAA 2026-2028 RETC Audit Agreement
 - i. [Proposed Agreement_West Mayfield Borough RETC Auditing Services 2026-2028](#)
 - ii. [Resolution](#) to be considered for approval at the 10/14 meeting.

State Entitlements

- A. Auditor General: September 2026 - Firemen's Relief Funding - Received FRA funding for BFVFD (foreign fire insurance monies) - \$4,514.84
- B. PUC: July 2026 - Unconventional Gas Well Funding - Amount

2027 Municipal Budget

- A. Construction timeline
- B. Discussion:
 - 1. Key features: 2027 Budget Key Features
 - 2. 2027 Budget Worksheet

Business Regulation & Taxation

- A. Discussion: [Proposed revised Solicitation Ordinance amending or repealing Chapter 820 Peddlers & Solicitors](#)
 - a. To be considered for approval at the 10/14 meeting.

Fund Management

- A. FNB Bank Accounts - Fraud Protection Services enrollment issues
- B. PLIGT Funds - Report: Annual Review of PLGIT Portfolio (2026)
- C. Water & Sewer Enterprise Fund: Notice of 2027 sewer rate increase to BFMWA, Aqua.
- D. Discussion: BFMWA/Aqua Pa training on sewer billing

Employee Health Care

- A. Discussion: Ongoing research into coverage and cost options.

Culture & Recreation - Oversight: Jason Stoyanoff

Operations/Administrative

- A. Committee Budget YTD

Volunteer Funds Allocation

- A. Discussion: Consider donation of funds from Community Service Volunteers to Culture & Recreation for community recreation & event purposes

Committee Citizen-Members

- A. Discussion: Appointing Kathy Brewer, Nora Cumberledge Soos to be citizen-members of the Culture & Recreation Committee

AED for Municipal Building

- A. Discussion: Purchase AED with BFFD discount

Community Park

- A. Community Park Rules signage
- B. Discussion: Community Garden - [2026-10-14 DRAFT Resolution Authorizing the Creation of Ad Hoc Community Garden Committee](#)

Community Room

- A. Room decor, accessories, etc.
- B. Bathroom upgrade, ADA compliance, funding

Concessions

Park Shelter Rental Concession

- A. [Policy-SOG - Park Shelter Rental Concession](#)
- B. Physical Improvements to shelters/bathrooms

WMYB Concession

- A. WMYB monthly report (for September 2026).

Community Events & Activities

- A. 2026-10-17: Trunk or Treat (2026)
- B. 2026-10-29: Halloween Night (2026)
- C. 2026-12-12: Annual Holiday Party (2026)
- D. Date TBD: Annual Firetruck Santa (2026)
- E. Discussion: Volunteer recruitment

General Administration - Oversight: Kevin Farkas

Operations/Administrative

- A. Committee Budget YTD
- B. Discussion:
 - 1. Municipal Records Storage System
 - 2. Asset Management Program
 - 3. Contract Management System

Contracts & Agreements

- A. Police contract: Automatic extension for 2027, 5% increase
- B. PennDOT Agility Program Agreement: Submitted to PennDOT
- C. JEMS - Emergency Management Services Agreement
 - 1. Required notice of withdrawal: [Letter sent September 30, 2026](#)
 - 2. Discussion: Draft - [Resolution Not To Renew the Emergency Management Services Joint Venture Agreement](#)

Municipal Reporting

- A. Municipal reporting backlog
- B. Discussion: Meeting Minutes
 - 1. [Draft 2026-09-03 Minutes Council Work Session Meeting](#)
 - 2. [Draft 2026-09-06 Minutes Council Regular Business Meeting](#)

Human Resources

- A. Workplace postings as required by federal and state labor law (as per Motion 2026-09-09-05)
- B. [Job Opening Announcement](#): 3rd Party Code Enforcement Officer
- C. Public Officials Fidelity Bonding (CEO, PZO)
- D. Professional Development & Training
 - 1. Elected Officials (required FEMA)
 - 2. Borough Secretary
 - 3. Code Enforcement Officer
 - 4. Planning-Zoning Officer
 - 5. Public Works Employees (required OSHA safety training, etc.)
- B. Discussion: [Job Position Announcement](#): Emergency Management Coordinator

Governance - Oversight: Kevin Farkas

Operations/Administrative

- A. Committee Budget YTD

Policies-SOGs

- A. Municipal Website: [Operational Policies & Standard Operating Guidelines](#)
- B. Discussion: [Telephonic Appearances](#): Policy covered in [Procedures Manual for Councilmembers](#)

Council Vacancies

- A. Kaib vacancy open
- B. Discussion: Recruitment

Good Governance

- A. Discussion: Citizen Engagement - Responding to citizens' grievances (First Amendment Right "to petition the Government for a redress of grievances.")
 - 1. 2026 Citizens Initiative - Municipal Merger with Chippewa Township
 - i. [Petition & Bureau of Elections Determination Letter](#)
 - 2. Is the Council doing enough?

Legal & Litigation

- A. Burgh Capital vs Chesnick, et. al.
- B. PUC claim: settled
- C. Bailey claim: pending

Open Records / AORO

- A. Fernald RTKL Request

B. 2026-09-26: Freeman RTKL Request

Legislation (Ordinances, Resolutions, & Regulations)

- A. Zoning Ordinance update
 - 1. Data Centers
 - 2. Zoning Map
- B. Solicitation Ordinance update (see B&F)
- C. Discussion:
 - 1. Amending Sewer ordinance: responsibility for wye connections
 - 2. Business Privilege Tax (BST) (freeze since 1988)
 - 3. Adoption of UPMC

Strategic & Comprehensive Planning

- A. STMPP Phase 1 - Final Report & Recommendations
- B. Next STMPP Phases and opportunities
- C. Discussion: Creation of Comprehensive Plan
 - 1. Presentation by DCED's George Newsome
 - 2. Phase II funding target - January 2027
 - 3. Hardship determination - requires letter
 - 4. Requires resolution - [Draft Resolution Authorizing Participation in DCED's STMPP Phase II to Develop a Comprehensive Plan](#)

Public Safety - Oversight: Sue Wood

Operations/Administrative

- A. Committee Budget YTD

Committee Citizen-Members

- A. Discussion: Appointing Michael Frazier to be citizen-member of the Public Safety Committee

Code Enforcement

- A. Monthly Written Professional Report (for Sept 2026) (submitted)
- B. Compliance Cases & Issues
 - 1. Brozich permitting (state and local)
 - 2. Vehicles on park property
 - 3. Alleyway weeds
 - 4. Covalt permit non-compliance
- C. Discussion:
 - 1. PSAB training
 - 2. [WIP_Policy-SOG_PS Program_Code Enforcement](#)

Emergency Management

- A. [Monthly Written Professional Report \(for Sept 2026\)](#) [Added after public publication of agenda]
- B. 2026 Emergency Operations Plan
 - 1. Reviewed in Executive Session

2. Intention to adopt by resolution on October 14, 2026
- C. Borough Emergency Operations Center
- D. FEMA Credentials for Elected Officials
- E. PEOP - September Emergency Preparedness Month
- F. Discussion:
 1. Preparation for post JEMS local emergency management program
 2. [WIP_Policy-SOG_PS Program_Emergency Management](#)
 3. Developing EMC position

Fire Prevention & Protection

- A. Monthly Written Professional Report (for Sept 2026)
- B. Ongoing: Smoke Alarm Program
- C. Discussion: [WIP_Policy-SOG_PS Program_Fire Prevention & Protection](#)

Planning/Zoning

- A. Monthly Written Professional Report (for Aug 2026) (submitted)
- B. Updated Zoning Map Project
- C. Discussion:
 1. Paper alleyways & municipal property (Hayward issue)
 2. Appointment of Michael Frazier as ZHB member #3
 - i. To be considered for approval at the 10/14 meeting.
 3. PSAB training
 4. [WIP_Policy-SOG_PS Program_Planning & Zoning](#)

Police Protection

- A. [Monthly Written Professional Report \(for Sept 2026\)](#)
- B. Discussion: [WIP_Policy-SOG_PS Program_Police Protection](#)

Traffic, Roadway, & Pedestrian Safety

1. Unauthorized trucks on 37th St Initiative
 1. Request to PennDOT for weight limit signage (see motion passed in Aug)
 2. Request to PennDOT to study engine brake permissibility (see motion passed in Aug)

Public Works - Oversight: Bob Tate, John McAdoo

Operations/Administrative

- A. Committee Budget YTD
- B. Annual PW Asset Inventory Report (due 8/15)
- C. Discussion:
 1. PSAB Online Roads Training, October 1st
 2. [Draft - Policy/SOG_Public Works After Hours Call Out Protocol](#)

Buildings & Grounds

- A. New door locks & keys
- B. Dead tree on Rock Ave & Mayfield Alley, other problem trees

- C. Additional bids for the Emergency Power Generator System (Brian McNeely, Justin Wichryk)

Equipment & Vehicles

- A. Winter readiness
- B. Discussion: 2027 equipment planning

Sanitation & Waste

- A. Discussion: Unauthorized dumping at Compost Yard

Sewers

- A. MS4 Stormwater System
 - 1. 2026 Outfall Survey (due in June)
 - 2. MS4 Annual Report completed and submitted to DEP
 - 3. MS4 Stream Project Final Report completed and submitted to DEP
 - 4. [Roadside Stormwater Drainage Projects](#)
 - a. Completed: Craig Alley (south section)
 - b. In progress: W 7th & 43rd St
 - c. In progress: Craig St. Alley & 43rd St.
 - 5. Discussion:
 - a. Reframing roadside drainage projects: from roads to MS4
 - b. New DEP requirements for MS4
 - c. [WIP Policy-SOG PW Program MS4-Stormwater Sewer System](#)
- B. Sanitary Sewer System
 - 1. Brozich broken lateral (803 37th St)
 - 2. Discussion: [WIP Policy-SOG PW Program Sanitary Sewer System](#)

Streets

- A. 2026 Road Paving Plan
- B. Wright Paving touch up work
- C. Discussion
 - 1. Shifting focus: Preventative maintenance, smaller projects, cost savings
 - 2. [WIP Policy-SOG PW Program Roads](#)
 - 3. 2027 Road Paving Plan

Other Citizens Comments, Good & Welfare Announcements

Executive Session: Emergency Management Preparedness

Adjournment