**Borough of West Mayfield**

**Council Work Session Meeting Minutes**

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

**October 7, 2026**

Approved by Council: 2026-11-11

### Call to order & Pledge of Allegiance

Council President Kevin Farkas called the meeting to order at 6:03 p.m., followed by the Pledge of Allegiance.

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

Attendees were asked to maintain decorum and silence phones. The meeting was being recorded. Because of a toner problem, the agenda was projected rather than distributed on paper. The chair stated that the agenda had been posted on the municipal website 24 hours earlier. An executive session was announced for the end of the meeting, with a return to public session for adjournment and no further business anticipated.

## Roll call & quorum status

**Present**: Council President Kevin Farkas, Council Vice President Justin Wichryk, Susan Istvan-Wood, Jason Stoyanoff and Robert Tate.

**Absent and excused**: John McAdoo and Mayor Licia Cogley.

A physical quorum of Council was stated to be present.

Also participating in discussion: Secretary-Treasurer Jenna White and Public Works Lead Operator Brian McNeely.

## Review & approval of current agenda

Kevin Farkas invited changes and stated that the agenda would stand approved if there were none. Justin Wichryk voiced approval, and Council proceeded without a stated objection or amendment.

## Citizens comments on agenda items

Kevin Farkas invited citizen comments and proceeded to reports; no substantive comment was recorded in this opening period.

## Reports & Discussions

Kevin Farkas explained that the work session was for reports, discussion, and preparing items for action at the October 14 business meeting. Proposed motions

and resolutions below are not recorded as adopted on October 7 unless expressly stated.

## Office of Mayor - Licia Cogley

Mayor Cogley was absent; no separate report or office-budget figure was presented.

## Office of Tax Collector - Kathleen Brewer

Kathleen Brewer was not present for this report. No separate tax-collection or office-budget figure was presented. RETC auditing was discussed under Budget & Finances.

## Engineer - Widmer Engineering

- Engineering services included consulting on Craig Alley and 43rd Street stormwater work, preparation and submission of two required MS4 reports, and a state road opening permit application. The road-opening engineering cost had been estimated at approximately $1,700-$1,800; $2,000 had been collected pending the invoice, with the unused balance to be returned. Receipt of the invoice was not confirmed.
- Training on MS4, sewers, and available engineering services was being arranged. Members discussed asking the engineer to identify grant opportunities and assist with applications rather than using engineering services only as issues arise.

## Solicitor - Joseph Budicak, Esq.

The Solicitor was not attending this work session and was expected at the business meeting. Ongoing work included ordinances and litigation, discussed further below.

## Council

### Budget & Finances - Oversight: Justin Wichryk

Operations/Administrative

- Committee year-to-date budget figures were not yet available.
- Justin Wichryk reported that Butler Agnew & Associates had substantially completed the 2025 work and supplied 2026 actuals that morning, although coding corrections remained. The figures would support preparation of the 2027 budget.

Auditing

- Municipal Auditing: The previously authorized Turnley Robertson engagement for the 2025 audit had been signed and delivered. Discussion referenced the 2025-2027 authorization and additional annual engagement paperwork. A preliminary 2025 positive balance of roughly $65,000 was mentioned tentatively, not as an audited result.
- RETC Auditing: A Butler Agnew & Associates agreement for 2026-2028 real-estate-tax-collection auditing was ready for consideration by resolution October 14. This was distinguished from the municipal financial audit; no new audit agreement was adopted here.

State Entitlements

- Firemen's Relief funding had been received for transfer to the Beaver Falls volunteer fire organization. Jenna White was handling the transfer in the amount of $4,514.84 and required reporting, with a 60-day transfer period discussed.
- Jenna White was asked to verify receipt and accounting of the PUC unconventional-gas-well entitlement expected in July and its required expenditure report. No confirmed amount or receipt date was established.

2027 Municipal Budget

The planned sequence was budget discussion at the November work session, consideration of a proposed budget on November 11, public availability for at least 10 days, and final adoption in December. A special meeting could be needed if the schedule slipped. Available 2025 and 2026 data and the existing multiyear worksheet would be used to develop the draft. New revenues, major expenditures, committee needs, and training costs would be incorporated; materials would be shared through the Monday Memo for advance review.

Business Regulation & Taxation

Council discussed the Solicitor's draft replacing the older solicitation ordinance with transient-retail licensing. Open points included permitted hours, a possible fine up to $600 rather than the former $300, constitutionally protected activities, and a permit fee tied to administrative costs. Members suggested a 9 a.m. start and debated a 5 p.m. or 6 p.m. end. Further review was encouraged before action; possible deferral at the next meeting was discussed. No hours, fine, fee, or ordinance was adopted.

Fund Management

- Implementation of previously authorized FNB fraud-protection services remained pending while Chad and the bank resolved enrollment details.
- The annual review of the three PLGIT investment funds and movement of surplus funds remained to be addressed during budget planning.
- Jenna White confirmed that Beaver Falls Municipal Water Authority and Aqua had been notified of the 2027 sewer-rate increase.
- Training with the billing organizations was proposed to clarify billing procedures and responsibilities.

Employee Health Care

Justin Wichryk had preliminary coverage and cost quotations for budget discussion. Members expressed support for serious consideration of employee health coverage; no plan or expenditure was approved.

**Culture & Recreation - Oversight: Jason Stoyanoff**

Operations/Administrative

- No committee YTD financial total was reported
- Upcoming budget needs and volunteer-fund accounting were discussed.

Volunteer Funds Allocation

Council discussed whether independently raised Community Service Volunteers funds might be donated for community recreation or events. Members stressed retaining the volunteers' ability to fund Christmas, Easter, and other activities. A designated line item and written memorandum of understanding were suggested to clarify any restricted donation, including car-cruise proceeds. No transfer or new restriction was approved.

Committee Citizen-Members

Appointments of Kathy Brewer and Nora Cumberledge Soos as citizen-members of the committee were proposed for October 14. Formal membership was discussed as supporting fundraising and representation of the committee; no appointment was made here.

AED for Municipal Building

Susan Istvan-Wood reported a discounted AED quotation obtained through the CPR-training contact, substantially below the earlier $3,000 estimate. She would retrieve the exact quotation for a possible purchase motion October 14. Discussion favored one AED for the municipal building that could also be taken to events. Members weighed direct purchase against waiting for grants; no purchase amount was authorized.

Community Park

- The park-rules sign purchase remained with the Mayor for follow-up; no new status was available in her absence.
- Susan Istvan-Wood described interest in a community garden, including raised/container beds and possible locations at the park or near the former fire hall. Access, parking, maintenance, and vandalism would need consideration. A proposed resolution would establish a 12-month ad hoc garden committee, with plans and funding requests returning to Council for approval. Council did not select a site, authorize spending, or adopt the resolution at this meeting.
- Members also discussed barriers or available guardrails to prevent vehicles crossing park grass, while considering appearance, mowing, roadside requirements, and limited shelter parking. Further evaluation was requested.

Community Room

- Revised thank-you letters to the carpeting company had been prepared.
- Decor, murals, accessories, and additional repairs remained under consideration.
- Members discussed obtaining a contractor assessment of bathroom accessibility, including possible conversion to one unisex accessible bathroom. Heating equipment, plumbing, floor work, and cost presented constraints; no renovation plan was approved.

Concessions

Park Shelter Rental Concession

- The operating-guideline group still needed to meet.
- Participants discussed rental no-shows, unlocked facilities, cancellation notice, deposits, refunds, and the need to place enforceable terms in the written rental agreement before applying them.
- Shelter, kitchen, shower, and bathroom improvements were to be prioritized for the 2027 budget.
- A damaged kitchen-shelter area allowing bees into the ceiling was mentioned.
- Grant support remained prospective, not awarded funding.

WMYB Concession

August and September reports had not been received. Jason Stoyanoff was asked to follow up with Youth Baseball about the contractual reporting requirement, including a short statement when there was no activity. Council discussed its obligation to address noncompliance; the concession was not revoked.

Community Events & Activities

- Trunk or Treat was planned for October 17 and Halloween Night for October 29.
- Website/calendar and social-media notices were discussed, including checking wider county publicity.
- The holiday-party venue remained unresolved; possible Geneva College, Homewood, and Patterson facilities were discussed. The agenda lists December 12, but this discussion did not confirm the venue or finalize arrangements.
- Firetruck Santa still required a date coordinated with the Fire Department and consideration of candy funding.
- Volunteer recruitment and avoiding burnout were emphasized.
- Jason Stoyanoff reported that Sheetz would provide hot dogs and buns after outreach using a committee letter.
- Volunteers' preparations were commended.

**General Administration - Oversight: Kevin Farkas**

Operations/Administrative

- Training expenditures would be factored into budget planning, but no YTD total was available.
- Municipal-records storage, asset management, and contract management needed further work and written operating guidelines.

Contracts & Agreements

- The police-contract September 30 notice deadline had passed. Council discussed automatic continuation for 2027 under the same terms with an approximately 5% cost increase; one participant described the calculation as about 4.88%. The budget would need to reflect the actual contract cost.
- The PennDOT Agility agreement had been resubmitted with original signatures and corrected dates and remained in review.
- The chair reported that notice of withdrawal from JEMS had been sent and received by Eli Kosanovich by email October 1. The agenda identifies the notice as sent September 30; confirm the separate sending/receipt dates from the correspondence.

A resolution proposed for October 14 would provide for nonrenewal effective December 31, request return of the Borough-titled trailer and one portable generator, removal of JEMS inventory from Borough premises, and payment of $5,215.77 representing Eastvale's discussed share. These were proposed terms developed with counsel, not a completed settlement or a vote at this meeting. Enforcement and asset-return questions remained for the Solicitor.

Municipal Reporting

- Work continued on the reporting backlog
- Two significant DCED reports had been completed. Members noted that accurate municipal reporting also feeds public information resources.
- Two September minutes drafts were available for review and possible action October 14. No minutes were approved here.

Human Resources

- Jenna White reported ordering required labor-law workplace postings.
- A prospective third-party Code Enforcement Officer had declined because of workload. Council discussed circulating the prepared opening announcement, referrals, and free advertising rather than necessarily paying for a newspaper notice. Additional needs included conflict-of-interest cases and larger multifamily properties. No appointment was made.
- Fidelity bonding for the Code Enforcement and Planning-Zoning positions remained unresolved despite additional application paperwork. Jenna White was asked to follow up promptly and pursue another avenue if needed.
- Training needs included FEMA courses for elected officials, Secretary training, code-enforcement and zoning instruction, and Public Works safety training. Justin Wichryk and Robert Tate were identified as having completed FEMA coursework; others were urged to complete it. Materials would be retained for shared access.
- An Emergency Management Coordinator position-interest announcement was discussed as exploratory outreach rather than an appointment. Members questioned timing during the JEMS withdrawal, and the chair explained the need to assess qualified interest. No hiring decision or formal vote was recorded.

**Governance - Oversight: Kevin Farkas**

Operations/Administrative

No committee YTD total was reported.

Policies-SOGs

- The chair demonstrated the municipal website's Operational Policies & Standard Operating Guidelines table, bringing policies and drafts together as a public handbook resource.
- Council discussed the Councilmember procedures manual, attendance expectations, and legally permitted reasons for remote participation. Questions concerning work schedules and excused absences remained for policy development and legal clarification; no new attendance rule was adopted.

Council Vacancies

The Kaib vacancy remained open. Continued public notices and recruitment were encouraged; no candidate was appointed.

Good Governance

Council discussed citizen engagement in connection with the proposed West Mayfield-Chippewa merger petition and the Bureau of Elections' response. The chair emphasized the right to petition, understanding residents' grievances, and opportunities to speak at meetings or contact officials. Members discussed petition timing and participation requirements, but did not take action on a merger or make a new determination of legal sufficiency.

Legal & Litigation

- The Solicitor was handling Burgh Capital's quiet-title matter involving the Chesnick property, with the Borough discussed as a named taxing entity.
- The PUC claim was reported fully settled.
- The Bailey sewer-reimbursement matter remained with the Solicitor and the claimant's attorney; no new settlement was reported.

Open Records / AORO

- Jenna White reported issuing a 30-day extension for the Fernald request and gathering responsive information.
- Two requests were pending; the agenda separately identifies a September 26 Freeman request. No response completion was stated.

Legislation (Ordinances, Resolutions, & Regulations)

- Data-center zoning and zoning-map updates remained in progress.
- A substantial discussion concerned paper alleys, unclear ownership and rights-of-way, trees, maintenance, encroachments, and utility access, including the Hayward issue and land near 43rd Street. Participants stressed resolving discrepancies through property records, surveys, planning review, and legal advice rather than treating the GeoHub map as conclusive.
- Sale, vacation, or transfer of land was discussed but not authorized
- No liability determination was made about a fallen tree.
- A possible sewer-ordinance amendment concerning wye-connection responsibility remained for future consideration.
- Members discussed the reported 1988 restriction on new business-privilege taxes as a research/legal issue, not an adopted tax.
- Kevin Farkas proposed asking the Solicitor at the next meeting to prepare a property-maintenance-code ordinance for review. The solicitation update was discussed under Budget & Finances.

Strategic & Comprehensive Planning

Following the STMPP Phase I study, Council discussed pursuing Phase II assistance for a comprehensive plan, targeting the January 2027 funding round. DCED's George Newsome was available to meet, but no date had been set. Discussion referenced possible total planning costs of $30,000-$50,000 and an initial 50% local share,

potentially reduced through a hardship request and negotiation. Amounts such as $15,000-$20,000 were illustrations, not appropriations or accepted quotations. The plan could support future grants, zoning/map work, and long-term development. Scope, consultant selection, local contribution, and the authorizing resolution needed further work and budget consideration. No resolution was adopted.

**Public Safety - Oversight: Sue Wood**

Operations/Administrative

No committee YTD financial figure was available.

Committee Citizen-Members

Appointment of Michael Frazier as a citizen-member was proposed for October 14. His expected December completion of police-academy training and future availability were discussed; no appointment occurred here.

Code Enforcement

- Robert Tate reported two road openings at $500 each and occupancy-permit work.
- He described a successful deck-permit enforcement hearing resulting in a $300 fine plus court costs, with the permit still required. The Borough's eventual share of the fine was not established.
- The Covalt noncompliance matter would be referred back to the Solicitor with the violation and court documents. Possible compliance deadlines and further penalties were discussed, not newly imposed by Council.
- Compensation for enforcement-related court time also needed clarification.
- Discussion addressed Brozich state-road-opening responsibilities and the possible one-year maintenance obligation; confirm the permit terms. Park-vehicle issues had been discussed earlier.
- PW cleared obstructing vegetation on West Third Alley. Council discussed whether owners could be billed, ordinance-based enforcement steps, right-of-way maintenance, and recording procedures in the Code Enforcement SOG. No new billing amount or penalty was adopted.
- Recent PSAB training was considered useful; members favored continuing training and documenting the respective roles of the Borough, Solicitor, and code-services provider.

Emergency Management

- Eli Kosanovich's written report described readiness as 'questionable,' raised concerns about Council's handling of the EOP and training, and reported his certifications and regional contacts.
- Council expressed dissatisfaction and sought specific operational improvements. These were reported views, not independent findings. The chair stated that the revised 2026 Emergency Operations Plan had been sent for county review and offered to the EMC for further comment.
- Council planned to review nonpublic portions in executive session and consider adoption by resolution October 14; it was not adopted here.

- Other discussions addressed the Borough Emergency Operations Center, elected-official FEMA training, PEOP, and development of a post-JEMS local emergency-management program and EM Policy-SOG, including the coordinator's duties.
- The chair reported posting preparedness material during September.

Fire Prevention & Protection
- The monthly fire report had not been received.
- The ongoing smoke-alarm program would continue to be publicized, with Jenna White asked to provide periodic reminders.
- A program Policy-SOG was in development.

Planning/Zoning
- A written report had been submitted with Code Enforcement materials.
- The zoning map, paper alleys, and municipal property questions were discussed earlier under Governance. Appointment of Michael Frazier as the third Zoning Hearing Board member was proposed for October 14.
- Training and the Planning & Zoning SOG remained ongoing.

Police Protection
- The police report had been received, posted publicly with redactions, and retained in the municipal records archive.
- A Police Protection Policy-SOG was being developed.

Traffic, Roadway, & Pedestrian Safety
- Public Works' clearing of stop-sign sight lines was recognized as part of the public-safety initiative.
- Follow-up remained pending on the August-authorized requests to PennDOT concerning 37th Street weight-limit signage and engine-brake restrictions. The last reported update was that John McAdoo had contacted PennDOT by September 2 without a returned call.

**Public Works - Oversight: Bob Tate, John McAdoo**

Operations/Administrative
- Brian McNeely had begun an equipment and asset inventory; Jenna White would type and organize it when sufficiently updated. No committee YTD total was reported.
- October 1 asphalt/roads training introduced pavement assessment and preventive-maintenance approaches, with materials available through the Monday Memo.

Buildings & Grounds
- New office locks were installed; keys could be arranged through Jenna White.
- The dead tree at Rock Avenue and Mayfield Alley had been addressed and payment signed.
- The emergency generator project still required pricing and funding decisions. Members discussed incorporating it into the 2027 budget as the JEMS matter was

resolved, to support reliable building power and emergency operations. No new purchase was authorized.

Equipment & Vehicles

- Winter preparation included mounting a used tailgate salt spreader on the Ford and preparing trucks for snow work.
- Truck storage-box improvements were noted.
- Brian was asked to identify priority 2027 equipment and maintenance needs with approximate costs, including the deteriorating large-truck bed, tires, potential repairs, and road-maintenance tools. Longer-term, including five-year, planning was encouraged.

Sanitation & Solid Waste

Unauthorized or excessive yard-waste dumping and an intermittent compost-yard camera were discussed. Staff would identify the camera model and investigate replacement; a sub-$50 estimate was informal, not an approved quote. Council discussed clearer monitoring signs, enforcement under existing ordinances, origin of material, contractor loads, possible quantity limits, and permit options. Members distinguished Borough-origin yard waste from outside material. No new permit, fee, limit, or fine was enacted.

Sewers

MS4 Stormwater System

- The annual MS4 report and stream-project final report had been completed and submitted; the chair reported that the related notice-of-violation issue was addressed.
- Outfall surveys had not been performed during 2026, and the June survey/September reporting cycle needed to be built into the operating process. Older records were located for scanning and use.
- Craig Alley, West Seventh/43rd Street, and nearby drainage work were discussed as MS4 projects rather than simply paving. The agenda identifies the south Craig Alley section as completed and the other listed projects as in progress
- The discussion noted future DEP stormwater regulations emphasizing planning, compliance, and community engagement. Kevin Farkas discussed anticipated DEP changes concerning flow volume and sanitary-system infiltration and proposed using Widmer's technical assistance. Exact future requirements remain subject to engineering/regulatory confirmation.
- An MS4 Policy-SOG is in development.

Sanitary Sewer System

- Brian reported that the Brozich broken-lateral work had not yet been performed, correcting an assumption that it was repaired. Continued monitoring and clarification of Borough responsibility were needed.
- A sanitary-sewer Policy-SOG is in development.

Streets

- No 2026 paving program had been completed; discussion cited unavailable Liquid Fuels support and lack of a completed street assessment.

- Brian was asked to follow up with Wright Paving about outstanding touch-up work.
- Council discussed prioritizing preventive maintenance, drainage, sealing, smaller projects, and extending road life rather than relying solely on large paving contracts. Base condition, equipment rental versus purchase, and staffing would affect the 2027 plan; no treatment contract or appropriation was approved.
- In additional Public Works discussion at the end of this section, Brian requested research into pipe-locating equipment after encountering an unmapped sewer on Craig Alley. Members distinguished ordinary locators from ground-penetrating radar and requested equipment options and quotations rather than approving a purchase. Updating sewer maps, reading 811 email responses, and confirming locations before excavation were emphasized.

## Other Citizens Comments, Good & Welfare Announcements

- Trunk or Treat organizers and volunteers were thanked. Jason Stoyanoff confirmed he would be available to help set up, and additional assistance was encouraged. No other substantive citizen comment was recorded in this closing period.

## Executive Session: Emergency Management Preparedness

Council recessed at 8:34 p.m. for executive session concerning emergency management preparedness and the nonpublic portions of the EOP. The public recording resumes with reconvening at 8:54 p.m.; Kevin Farkas stated that no business was conducted. No executive-session substance is included in these minutes.

## Adjournment

With the agenda addressed, the chair declared the meeting adjourned at 8:54 p.m.

Respectfully submitted,
Jenna White
Borough Secretary-Treasurer