Borough of West Mayfield

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

Agenda
Council Work Session Meeting
November 4, 2026 | 6pm

As per notice required by the Pa Sunshine Act, this agenda has been amended since it was originally published on November 3, 2026.

Call to order & Pledge of Allegiance

Announcements: Decorum, Phones, Recording, Copies of agenda

Roll call & quorum status

Review & approval of current agenda

Special Presentation: Kurt Ellison (BFFD), George Newsome (DCED)

Citizens comments on agenda items

Reports & Discussions:

Office of Mayor - Licia Cogley

A. Budget Watch

Office of Tax Collector - Kathleen Brewer

A. Budget Watch

Engineer - Widmer Engineering

Municipal Engineering Work

A. Engineering projects

B. 2027 engineering training

Solicitor - Joseph Budicak, Esq.

Municipal Legal Work

A. Ordinances
    a. Zoning (Data Centers, Zoning Map)

b. Transient Retail/Solicitation
c. IPMC

B. Litigation
   a. Bailey
   b. Burgh Capital
   c. JEMS

C. 2027 legal training

Open Records Officer (AORO)

A. Case Review

Council

Budget & Finances - Oversight: Justin Wichryk

Operations/Administrative

A. Operational Readiness (budget, resources, staffing)

B. Status Review - Budget & Finance Policy-SOGs
   1. DRAFT_Policy-SOG_BF-00_Municipal Asset Management
   2. DRAFT_Policy-SOG_BF-00_Municipal Audit Management
   3. DRAFT_Policy-SOG_BF-00_Municipal Budget Management
   4. DRAFT_Policy-SOG_BF-00_Municipal Fee Management
   5. DRAFT_Policy-SOG_BF-00_Municipal Fraud Risk Management
   6. DRAFT_Policy-SOG_BF-00_Municipal Fund Management

Municipal Budget Management

A. 2027 Budget Process

B. Employee Health Insurance

Financial Management (Finance Activities, Reporting, Record Keeping)

A. BAA transition

B. Code.Sys UCC/Commercial Inspection & Permit Fee Schedule

C. 2027: Monthly Financial Reporting
   1. MFRs
   2. Fund Balances
   3. Revenue, Expenditures
   4. Budget to Actual Reporting

Municipal Funds Management & Investments

A. PLGIT Investment Fund: Surplus monies sweep

B. Water & Sewer Fund: BFMWA water & sewer billing training

Culture & Recreation - Oversight: Jason Stoyanoff

Operations/Administrative

A. Operational Readiness (budget, resources, staffing)

B. Status Review - Culture & Recreation Policy-SOGs
   1. DRAFT_Policy-SOG_CR-00_Common Spaces Management
   2. DRAFT_Policy-SOG_CR-00_Community Park Management
   3. DRAFT_Policy-SOG_CR-00_Management of Ceremonials & Memorials in Community Park
   4. DRAFT_Policy-SOG_CR-00_Concession Management
   5. DRAFT_Policy-SOG_CR-00_Event & Activity Management

Park Shelter Rental Concession

A. End of season wrap up

B. 2027 planning

   1. Need for more parking spaces
   2. Hard surface border around Shelter #2
   3. Hard surface walk way between shelter #2 and bathrooms

WMYB Concession

A. Reporting: WMYB monthly report

B. 2027 planning

Programing (Events, Activities)

A. 2026 event planning
   1. 2026-11-02: Veterans Day Beautification (2026) (Clean memorials, plant flowers, post flags, etc.)
   2. 2026-11-12: Take Down Veterans Banners (2026)
   3. 2026-12-12: Annual Holiday Party (2026)
   4. Annual Firetruck Santa (2026)

B. 2027 event planning

Community Park

A. Park Rules Signage

B. 2027 planning

Community Room

A. Tables, room decor

B. Bathroom upgrade, ADA compliance, funding

General Administration - Oversight: Kevin Farkas

Operations/Administrative

A. Operational Readiness (budget, resources, staffing)

B. Status Review - General Administration Policy-SOGs
    1. DRAFT_Policy-SOG_GA-00_Contract Management
    2. DRAFT_Policy-SOG_GA-00_Municipal Asset Management
    3. DRAFT_Policy-SOG_GA-00_Municipal Reporting Management
    4. DRAFT_Policy-SOG_GA-00_Operations Management
    5. DRAFT_Policy-SOG_GA-00_Personnel Management

Asset Management

A. Proposed: Resolution Authorizing the Sale and Disposal of Unnecessary Municipal Property With a Value of Less than $2,000.

Contract Management

A. Police contract (needs memo establishing 2027 continuance)

B. PennDOT Agility Program Agreement (acceptance)

C. ADDITION TO AGENDA: Need for Code.Sys Service Contract (see 2006 Agreement)
    1. Motion directing the creation of a 2027 professional-service contract between Code.Sys Consulting Inc. and the Borough of West Mayfield, pending outcome of fiscal policy directing Council to seek and review at least two competitive proposals for municipal professional-service contracts (Motion 2026-08-12-02).

Municipal Reporting Management

A. Municipal reporting backlog

Personnel Management

A. 2027 Employment Contacts - Proposed: Resolution Requiring the Use of Employment Contracts for Certain Municipal Employees Defining Terms and Conditions of Employment

B. Public Officials Fidelity Bonding (BAA, BS, CEO, PZO)

C. Staffing
    1. Council Vacancy
    2. Citizen-Members for Council Committees
    3. Job posting: 3rd Party Code Enforcement Officer
    4. Job Position: EMC

D. Training & Professional Development
    1. 2026 training
    2. 2027 training
        a. mandatory
        b. PSAB 2027 Plus Training Membership Enrollment

Governance - Oversight: Kevin Farkas

Operations/Administrative

A. Operational Readiness (budget, resources, staffing)
    1. QMS review, assistance

B. Status Review - Governance Policy-SOGs
    1. DRAFT_Policy-SOG_GOV-00_Council Manual
    2. DRAFT_Policy-SOG_GOV-00_Mayor's Manual
    3. DRAFT_Policy-SOG_GOV-00_Municipal Communications Management
    4. DRAFT_Policy-SOG_GOV-00_Municipal Legal Risk Management
    5. DRAFT_Policy-SOG_GOV-00_Municipal Records Management
    6. DRAFT_Policy-SOG_GOV-00_Open Records/RTKL Management
    7. DRAFT_Policy-SOG_GOV-00_RETC Manual

Legal Management

A. Solicitor's projects

B. Municipal legal risk exposure
    1. Policy-SOG
    2. Annual reporting
    3. Legal training

Legislation Management (Ordinances, Resolutions, & Regulations)

A. Current projects
    1. Amendments to Zoning Ordinance (Data Centers, Zoning Map)
    2. Creation of Transient Retail Licensing and Solicitation ordinance
    3. Adoption of International Property Maintenance Code (with local amendments)

B. Ordinance Book (compliance with Borough Code)

C. PSAB Advisory: New Acts Affecting Boroughs

    1. Act 103 - Public Meetings: This Act will limit all local government's ability to amend a public meeting agenda during a meeting.

    2. Act 108 – Code Enforcement: This Act establishes a statewide licensing system for electrical work.

    3. Act 114 - Municipal Contracts: The Commonwealth Party Procurement Contract Terms Act prohibits certain contract clauses from being included in procurement, technology, software, construction, and service agreements

Strategic & Comprehensive Planning

A. DCED Strategic Management Planning Program (STMP)

    1. Phase 2: Comprehensive Planning
        a. Funding: January 2027 cycle
            I. Request through DCED, requires motion, letter of hardship

Vacancies

A. Council: Kaib vacancy

Public Safety - Oversight: Sue Wood

Operations/Administrative

A. Operational Readiness (budget, resources, staffing)

B. Status Review - Public Safety Policy-SOGs
   1. DRAFT_Policy-SOG_PS-CODE-00_Code Enforcement Program Management
   2. DRAFT_Policy-SOG_PS-EM-00_EMA Program Management
   3. DRAFT_Policy-SOG_PS-Fire-00_FP&P Program Management
   4. DRAFT_Policy-SOG_PS-Police-00_Police Protection Program Management
   5. DRAFT_Policy-SOG_PS-PZ-00_Planning & Zoning Program Management

C. Appointment of Christine Barkfelt to be a Citizen-Member of the Public Safety Committee

Code Enforcement

A. Review: Monthly Written Professional Report (for Oct 2026)
   1. 2026-10_Professional Reporting_CEO-PZO_submitted 2026-11-02

B. Current Issues
   1. Property maintenance complaints & compliance
      a. W4th property
      b. Support for Code Enforcement team
         I. PEOP (personal & community sensibility)

C. UCC/Commercial Services
   1. CodeSys program of services
   2. Service fee structure

Emergency Management

A. Review: Monthly Written Professional Report (for Oct 2026)
   1. 2026-10_Emergency Management Professional Reporting

B. 2026 Emergency Operations Plan

C. Borough Emergency Operations Center

D. FEMA Credentials for Elected Officials

Fire Prevention & Protection

A. Review: Monthly Written Professional Report (for Oct 2026)
   1. 2026-10_Monthly Fire Report & Training Report.pdf

B. Smoke Alarm program

C. AED/First Aid Kits for Municipal Building, Park

D. BFFD Request for Donation

Planning/Zoning

A. Review: Monthly Written Professional Report (for Oct 2026)

1. See CEO/PZO report for Oct. 2026

B. Current Issues
    1. Regulating shipping containers in residential zones

C. Updating Zoning Ordinance
    1. Updated Zoning Map
    2. Data Centers
        a. Task Force Town Hall - Data Centers & Municipal Zoning
        b. Conditional Use Process

D. PZ training

Police Protection

A. Review: Monthly Written Professional Report (for Oct 2026)

Traffic, Roadway, & Pedestrian Safety

A. Review: Activities and issues

B. 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. Operational Readiness (budget, resources, staffing)

B. Status Review - Public Works Policy-SOGs
    1. DRAFT_Policy-SOG_PW-00_Operations Management
    2. DRAFT_Policy-SOG_PW-BG-00_Municipal Building & Grounds Program Management
    3. DRAFT_Policy-SOG_PW-EV-00_Equipment Program Management
    4. DRAFT_Policy-SOG_PW-Roads-00_Municipal Roads Program Management
    5. DRAFT_Policy-SOG_PW-Sewers-00_Municipal Sewer Systems Program Management
    6. DRAFT_Policy-SOG_PW-Solid Waste-00_Municipal Solid Waste Program Management

C. 2027 Municipal Engineering Training (Widmer): February 6, 2027

D. Annual PW Asset Inventory Report

Buildings & Grounds

A. Current maintenance & repair projects
    1. Winter readiness

B. Emergency power for Municipal Complex/Emergency Operations Center

Equipment & Vehicles

A. Current maintenance & repair projects
    1. Winter readiness

B. 2027 proposals for needed equipment.

Roads

A. Current maintenance & repair projects
    1. Wright Paving touch up work
    2. Winter readiness
        a. Winter maintenance of Norwood Dr (outreach to Big Beaver Borough)

B. 2027 Road Paving Plan

Solid Waste

A. Current maintenance & repair projects

B. Fall Leaf Collection

C. Roadside dumping (W 4th Ave)

D. Unauthorized dumping at Yard Waste Facility

Sewers

A. MS4 Stormwater System
    1. Current maintenance & repair projects
        a. W 7th & 43rd St
        b. Craig St. Alley & 43rd St

    2. 2027 MS4 Maintenance Planning
        a. Budget
        b. Preventative Maintenance
        c. Annual MS4 reporting (due Sept 30)
            I. Outfall Survey (due in June)
            II. PEOP efforts

B. Sanitary Sewer System
    1. Current maintenance & repair projects
        a. Brozich broken lateral (803 37th St)
        b. 2027 Sanitary Sewers Maintenance Planning
            I. Budget
            II. Preventative Maintenance

Good & Welfare

Adjourn