MEETING MINUTES
Borough of West Mayfield
Council Work Session Meeting December 3, 2025

1. Call to Order & Pledge of Allegiance

President Bob Tate called the meeting to order at 6pm, followed by the pledge of allegiance.

2. Roll Call

Councilmembers: Bob Tate, Jacob Tate, Justin Wichryk, Kevin Farkas

Mayor: Licia Cogley

Secretary/Treasurer: Jenna White

3. Review & Approval of Agenda

- Approved

4. Citizens Comments

- None

5. Department/Committee Discussions

No agency business was conducted (ie, deliberations or votes taken) on any of the following topics.

<u>General Administration</u>

- Status update: Year-end obligations - We still have several year-end obligations such as reports and action deadlines that are listed on the municipal planner.
- FYI: Enrollment in the Pa General Services Federal Surplus Property Program – We must enroll in this program to take advantage of cost-savings on surplus materiel offered by the state.
- Discussion: On-boarding & Off-boarding Councilmembers – an HR policy would be a good idea to keep track of new and exiting officials.
- Status update: Re-advertising Rental Property Ordinance – the ordinance has been advertised.

<u>Culture & Recreation</u>

- Discussion: Firetruck Santa (Council support) – mayor's advisement on how much money for candy.

- Discussion: Holiday Party (Council support) – mayor's advisement on how much money for party.
- Discussion: WMYB Annual Status Meeting and WMYB Concession Accountability Reporting – we need to stay on top of contract terms and conditions.

Budget & Finance

- Status update: Diamond Cell Tower Agreement – solicitor has agreement under review
- Bid Opening: Submitted Bids for Refuse Contract (Aiken Refuse, Wast Management, Valley Waste, County Hauling), summation of bids, commentary by bidders
- Discussion: Fixed Asset List policy – we need to follow through on this recommendation from Independent Auditors.
- Discussion: End-of-Term Contract Expiration policy – we need to create a policy so that we can better prepare for contracts that are ending.
- Discussion: Investment of Surplus Funds policy – we need to create a policy to sweep funds into our investment account to leverage capital gains
- Discussion: 2026 Police contract expenditure – no information yet about cost of final year of contract
- Discussion: 2026 Municipal Budget – investment interest revenue in 2026 should erase projected budget inflow/outflow deficit)
- Discussion: Enforcement of contract terms and conditions – we need to do a better job of awareness of municipal contract terms and conditions.

Government

- Status update: Rental Property Ordinance – solicitor has final ordinance completed
- FYI: 24 Hour Agenda Rule (new Pa Supreme Court Ruling)

Public Safety

- Presentation: EMC Kosanovich on the 2025 Emergency Operations Plan

Public Works

- Status update: 2025 Road Paving Issues: Wright Paving – project is nearing completion

6. Adjourn

President Bob Tate adjourned the meeting at 8:40pm.

Respectfully submitted,

Kevin Farkas
Acting Recording Secretary
Municipal Website Admin