

**PARKESBURG BOROUGH COUNCIL**  
**MINUTES OF THE REGULAR MEETING**  
Thursday, April 17, 2025  
7:00 p.m.

The meeting was called to order by Council President Todd Brade at 7:18 p.m.

Roll call was held. Council Members present were Council President Todd Brade, Council Vice-President Sharon Wolf, Council Member Nick Ohar, Council Member Mark Agen, and Council Member Monique Baylor. Also present were Borough Solicitor John Carnes, and Borough Manager Rochelle Gresh. Council Member Margaretta “Rhett” Lipscomb, Council Member David Mellema, Mayor John P. Hagan, II, and Police Chief Ryan Murtagh were absent.

An executive session was held from 6:30-7:17 p.m. to discuss personnel. No decisions were made.

**APPROVAL OF THE AGENDA:**

A **MOTION** to approve the agenda was made by Ohar and seconded by Agen. All in favor.

**APPROVAL OF MINUTES:**

A **MOTION** to approve the minutes of the March 20, 2025, Regular Council Meeting was made by Agen and seconded by Ohar. All in favor.

Borough Solicitor Carnes announced to the public and amended the agenda for the Civil Service Commission report. He also requested public comment on amending as an action item. No comment from the public.

**Civil Service Commission** - Secretary Joe Reali of the Civil Service Commission reported that the required testing to be eligible police officers was completed this week. Five candidates were on the certified eligible list. These candidates passed the required written exam, physical agility test, and oral examination. The next step will be completing a background check, polygraph examination and medical examination.

A **MOTION** to accept the five candidates on the certified eligible list was made by Wolf and seconded by Agen. All in favor.

**PRESENTATIONS:**

Paul Janssen (Director at the Center for Excellence at Albright College) reviewed the budget and finances with council members. He discussed the building and zoning permits and fees. Janssen informed council that the borough is not charging enough to cover the costs of utilizing the services of the codes and zoning officers. He suggested that this needs to be addressed and revised. Registration and inspection of rental property is an issue that needs to be enforced and completed in a timely manner.

**PUBLIC COMMENT (AGENDA ITEMS ONLY):** None

**DEPARTMENT REPORTS:**

**Engineer -** Written report was submitted to council

**Police Chief Report-** Vice President Wolf mentioned the five candidates on the eligibility list. The budget for the police department was on track. There has been an increase in activity (traffic citations, criminal arrests) and re-certification of officers as needed.

**Public Works Department-** Written report was submitted to council

**Fire Chief Report** – Written report was submitted to council. Fire Chief Joe Marks informed council members of the condition Parke Mansion was in. The property is deteriorating and there are structural concerns. There has been an increase in fire calls in the last three months.

**Fire District Administrator-** Written report was submitted to council

**Code Enforcement -Code Inspections Inc.-** Written report was submitted to council

**Mayor-** No report

**Borough Solicitor** - Written report was submitted to council. Solicitor Carnes informed council members that he was working on the trash bid with Borough Manager Gresh.

**Treasurer's Report (March 2025)**– Fulton General Fund - \$578,921.35  
PLGIT General Reserve - \$24,409.70

**Manager's Report** – Written report was submitted to council

**Borough Manager** - Written report was submitted to council

**BUSINESS ITEMS:**

A **MOTION** to approve the bill list as presented and payment of all recurring bills and payroll was made by Agen and seconded by Baylor. All in favor.

A **MOTION** to approve the Treasurer's report for March 2025 in the amount of \$954,748.87 was made by Baylor and seconded by Agen. All in favor.

A **MOTION** to accept Carl Reynold's resignation to the Historic Commission effective April 3, 2025, was made by Ohar and seconded by Baylor. All in favor.

A **MOTION** to appoint Jack Mariano and Casey Wyatt to Historical Commission was made by Agen and seconded by Ohar. All in favor.

A motion to increase the salary of the borough manager for handling treasurer's duties was tabled.

Solicitor Carnes addressed council members and briefly discussed the amendments for pension provisions Act 24. He stated the borough agreed to provide early retirement benefits and was looking for authorization to advertise this.

There was a discussion held by council members regarding Special Event permits. The council requested more information from event sponsors for Final Friday / Trunk or Treat, Halloween parade, and Do Not Blame the Youth.

**A MOTION** to approve the Special Event permit application for the Memorial Day parade was made by Baylor and seconded by Ohar. All in favor.

**A MOTION** to approve Sharon Wolf as a PSAB delegate and alternate was made by President Brade and seconded by Agen. All in favor.

Solicitor Carnes informed council members of the Zoning Hearing Board meeting last night for Oaks Ministry and Parkesburg Arms Hotel. Carnes stated that he went to the meeting on behalf of the borough council. He mentioned to the council that he presented the history of the property, which he felt needed to be revealed to the public and everyone in attendance. Due to the meeting running longer than expected, there will be another Zoning Hearing Board meeting scheduled for June 19, 2025. At this time, Carnes reported that the board will render a decision and declare it publicly.

Borough Manager Gresh informed council members that she is working with Paul Janssen on the permit fee schedule and should be completed for next month's meeting. Rental inspections will be coming soon.

A discussion was held regarding North Park Garden. It was recently discovered that the blocks being used for the beds were not sealed and could impose a health risk. ARRO sent a letter informing the borough not to provide residents with items from the garden in case of contamination. The borough is working with ARRO to resolve the issue. Council Member Lipscomb would like to expand the garden by purchasing more blocks and soil. A discussion was held regarding the need to expand the garden.

**A MOTION** to fix the blocks first was made by Baylor and seconded by Ohar. All in favor.

### **Public Comments (*Limited to three minutes*)**

Kay Rolston addressed council members regarding the use of the baseball fields. She informed the council that many members of her family participate in baseball. Ms. Rolston stated she was disappointed in the council for charging to use the baseball fields.

**COUNCIL COMMENTS-**

A brief discussion was held among council members regarding misinformation regarding the use of the baseball fields.

**ADJOURNMENT:**

A **MOTION** to adjourn was made by Baylor and seconded by Ohar. All in favor. Motion passed. Meeting adjourned at 8:59p.m.

Respectfully Submitted,

Wanda Harner  
Borough Secretary

2025 Council Meeting Schedule:  
“3<sup>rd</sup> Thursday of each month”  
Next Meeting: May 15, 2025