

PARKEsburg BOROUGH COUNCIL

MINUTES OF THE WORK SESSION

Thursday, April 3, 2025

7:00 p.m.

The meeting was called to Order by Council President Todd Brade at 7:17p.m.

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

An executive session was held from 6:30-7:15 pm to discuss personnel. No decisions were made.

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES:

A MOTION to approve the Minutes of March 6, 2025, Work Session was made by Ohar and seconded by Mellema. All in favor.

PUBLIC COMMENTS: None

COMMITTEE REPORTS:

Borough Services- Chairperson Wolf reported that Applications for full-time positions were forwarded to the Civil Service Commission. A timeline was established for testing (written and physical agility), oral interviews and polygraph. The target date for the presentation of candidates for hire will be at the May work session. Wolf stated there is an expectation for 3 hires in consideration of the police department's needs - i.e., pending retirements and resignation. Wolf also mentioned that the agreement for a new Public Works vehicle has been signed, and staffing needs will need to be addressed.

Property- Chairperson Baylor stated the need to schedule a committee meeting next week to discuss selling borough owned property (lots) for money.

Parks & Recreation- Chairperson Brade informed council members that he met with a couple from Coatesville (Amy Burke and Jeff Jahaco) that takes used plastic, single use bags, shipping wrap, etc. and transforms it into lifetime products such as benches, picnic tables, parking barriers, etc. Brade stated that there would be no cost to the borough. Instead, a GoFundMe account would be established to raise funds. Once the goal is met, the item would be crafted and presented to the borough. Brade reminded the council of the Spring Community Clean Up at Minch Park scheduled for April 12th. Also, the Lions Club will be hosting a breakfast with the Easter bunny as well as an egg hunt on April 12th. A discussion was held about the Special Events permit that wanted to use Minch Park for the Community Yard sale on April 26th.

A MOTION to confirm a community yard sale at Minch Park was made by Mellema and seconded by Ohar. Ayes – 6 Nays -1

With the pickleball season beginning, Agen asked about upgrading the cameras at the park. Mellema mentioned an upcoming Special Event permit from Spring House for a waiter race. Brade informed council members that the Little League baseball will not be happening this year at Minch Park. However, they are interested in a contract with the borough for a variety of sports and are working with a non-profit.

Human Resources- Chairperson Mellema stated the committee will be meeting in the next two weeks.

Budget & Finance- Chairperson Agen informed council members that the borough is still working on audits. The 2023 tax audit has not been completed but is very close to being finished. A finance meeting will be scheduled next week.

Fire & EMS- Chairperson Ohar stated that the fire company is looking to purchase a new pump truck and to hire 7 part-time individuals.

Community / North Park- Although Chairperson Lipscomb was absent from the meeting, she did submit a committee report to the council. Lipscomb wanted to address Mayor Bill Wilson bridge on Rt 10 and Church Street. In June, there will be a 100-year celebration for the road. Lipscomb stated she was concerned about the condition of the bridge and asked if power washing it or even painting with the Borough logo was an option. Amtrak owns the bridge and there will be no further discussion. Lipscomb mentioned that the water tank lettering is difficult to read and suggested having letters outlined. The borough can't afford the expense to repaint, and no further discussion is necessary. Another item Lipscomb wanted to address was The Hometown Heroes banners. In her report, Lipscomb stated she had been working with the VFW in the past and is willing to continue to work on the project with them. A final topic Lipscomb addressed was North Park. 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.

BUSINESS ITEMS:

Full-time testing PD - Police Chief Murtagh informed council members that the police department will be conducting full-time testing in the future.

Michael McClay's resignation –

A MOTION to accept Michael McClay's resignation to the Historic Commission was made by Mellema and seconded by Baylor. All in favor.

A MOTION to appoint Christine Abatemarco to the Historic Commission was made by Baylor and seconded by Mellema. All in favor.

A MOTION to approve **Resolution 2015-24** to appoint Chuck Persch to UCC Appeals Board for a three-year term ending December 31, 2027, appoint Christian Arabia to UCC Appeals Board for a two-year term ending December 31, 2026, and to appoint Michael McClay to UCC Appeals

Board for a one-year term ending December 31, 2025, was made by Mellema and seconded by Agen. All in favor.

Fees for UCC Appeals - A brief discussion was held regarding the associated fee for the UCC Appeals. Solicitor Carnes recommended joining a regional group and paying a \$1,500 membership fee.

Increasing salary of borough manager for handling treasurer's duties - Council decided to table a motion to increase the salary of the borough manager for handling treasurer's duties until the Budget and Finance meeting.

HR Task Force Committee –

A MOTION to no longer have the HR Task Force Committee was made by Mellema and seconded by Baylor. Ayes – 6 Nays-1

Waive permit fees for bamboo inspection –

A MOTION to waive permit fees for inspection for bamboo if compliant within 30 days for March 2025 bamboo letters sent out were made by Baylor and seconded by Wolf.

Ayes – 6 Nays -0 Abstain – 1 (Ohar)

Historical Commission – Tabled until next council meeting.

Current police contract – Tabled until council members receive more information from Solicitor Carnes.

Del Co Trust Healthcare Proposal – Borough Manager Gresh informed council members of the desire to switch insurance brokers and save \$10,000 a year by making this change. It will be the same insurance plan with no changes.

A MOTION to have the solicitor review the purchase agreement was made by Baylor and seconded by Ohar. Motion did not carry.

A MOTION to accept the contract pending solicitor review was made by Mellema. Motion did not carry.

President Brade called for a five-minute break to allow Solicitor Carnes to review the purchase agreement.

A MOTION to accept the proposal to go with a new insurance broker was made by Agen and seconded by Wolf. Ayes – 6 Nays- 1

Public Comments - None

Council Comments: Council Member Agen stated Senator Ernst from Iowa requested that Duffy list the projects that are more than \$1 billion over budget or five years behind schedule.

Council Member Ohar requested that trash cans be placed on the sidewalks and not in the street after trash pick-up.

Council Member Agen asked for a progress report for the trash billing. Borough Manager Gresh stated she will provide council members with a quarterly report. Also, Gresh informed the council that she is waiting for a review from Borough Solicitor Carnes.

Council Member Baylor requested that the necessary paperwork for council meetings and work sessions be submitted beforehand for review.

Vice-President Wolf inquired about cameras to record meetings and using microphones. In addition, Wolf asked for a status update on the MS4. Borough Manager Gresh stated there were two parts. The smaller part involved looking into obtaining credits with neighboring municipalities and at this time we do not have any municipalities to purchase credits from.

Council Member Mellema stated he was having issues with his laptop and asked about Microsoft 365.

Adjournment:

A MOTION to adjourn was made by Baylor and seconded by Mellema. All in favor. Motion passed. Meeting adjourned at 8:58 pm.

Respectfully Submitted,

Wanda Harner
Borough Secretary

2025 Work Session Schedule

(1st Thursday of each month)

Next work session meeting: May 1, 2025