

# **PARKESBURG BOROUGH COUNCIL**

## **MINUTES OF THE WORK SESSION**

Thursday, December 5, 2024

7:00 p.m.

The meeting was called to Order by Council President Todd Brade at 7:15p.m.

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

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

### **APPROVAL OF THE AGENDA:**

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

### **APPROVAL OF MINUTES:**

**A MOTION** to approve the minutes of the November 7, 2024, Work Session was made by Lipscomb and seconded by Agen. All in favor.

Public Comments: none

### **COMMITTEE REPORTS:**

Police- Wolf reported Lens Luck (Commonwealth licensed vendor) proposal accepted for the replacement of body-worn cameras. The RMS (Remote Management Systems) was updated. The upgrade and changeover to the Pathfinder is covered as capital purchase in the 2025 budget. Wolf stated that the proposed 2025 budget has been submitted. Wolf mentioned that Chief Murtagh is continuing with the online Northwestern School of Police Leadership & Command course. The Award Ceremony will be held on December 19, 2024, at the beginning of the regular council meeting.

Parks & Recreation- President Brade informed council Christmas on Main will be December 7, 2024, from 2-6pm. There is a rumor that the Grinch could be making an appearance at the event. Brade reported there is a Grinch scavenger hunt involving hidden rocks throughout the borough. A second batch of rocks is going out tonight. The New Year's Eve "Duck Drop" is still being held.

North Park- Lipscomb informed the council the season is over and the park has been winterized. In the spring, Lipscomb reported that the park would need half a yard of dirt and half a yard of mulch. The borough will be purchasing the dirt and mulch needed for the garden. A discussion was held on a possible fundraiser or using Christmas trees to be shredded into mulch.

Community and Business – Baylor mentioned ways to try and get more businesses in the community. A discussion was held regarding privately owned property and vacant real estate in

the borough. Lipscomb reported the Western Chester County Chamber of Commerce is holding an event on December 10, 2024, at 7am (Coffee with the Chamber). It was agreed Lipscomb, Baylor, and Borough Manager Gresh would attend. On January 15, 2025, there will be a Breakfast with the Commissioners at 7:30am.

Fire and EMS – Lipscomb reminded everyone to support our local EMS and the next fire department meeting is December 17<sup>th</sup>. Mellema requested replacing the solar light at Minch Park. Borough Manager reported that the fire hydrants were being reimbursed by the fire tax fund.

Budget & Finance –

**A MOTION** to approve Resolution 2024-30 to address the quarterly fee increase from \$95.00 to \$125.00 a quarter effective January 1, 2025 was made by Baylor and seconded by Agen. All in favor. Borough Manager reported that the TAN money came through which provided enormous assistance with getting late/unpaid bills finally paid.

Economic Development – No report

Council of Governments (COG) – Lipscomb informed council the next meeting will be December 18, 2024 in Modena.

Streets and Property – Discussion was held here for quite some time regarding Public Works building, vehicles, and overtime. Council suggested lowering overtime costs and having supervisor come to work sessions to answer questions instead of the regular meeting. Discussion was held about vehicles needing to be stored in the Public Works building and not sitting outside. No decisions were made. Discussion was held on holiday party and turkeys for street crew. It was determined that (2) council members would donate money to the borough for Manager Gresh to purchase gift cards for the road crew.

Historic Commission – Discussion was held on the lease and insurance of their property.

## **Old Business:**

List of priorities by council for 2025 – List of priorities by council was tabled to next meeting. Borough Manager requested council to select top five priorities and rank by importance. List to be submitted to Borough Secretary upon completion.

**A MOTION** to revise dates and advertise meeting dates for 2025 was made by Baylor and seconded by Mellema. All in favor.

Contractor License – A Contractor license requirement goes into effect March 2025. Discussion was held on standards to be used to determine a licensed contractor. Solicitor Carnes will consult with Code Inspections, Inc. for guidance on this issue.

Lease with Historical Commission- A lengthy discussion was held on the lease and insurance of property being stored in the Historic Commission meeting room located in the borough building. Council concerned about items being insured and ownership of property. Council suggested relinquishing ownership of items to Historic Commission effective March 31, 2025.

A **MOTION** to donate current and future items to the Historic Commission was made by Mellema and seconded by Lipscomb.

Trash collection/ billing – No discussion

Culvert Street Underpass Sponsorship of signal change- TE 160 – Solicitor Carnes reported that the borough needs to see the plans for how the streets and stormwater will be affected. The Ordinance will go into effect once the project is approved. Council agreed to table this until December 19<sup>th</sup> meeting.

### **New Business:**

A **MOTION** to advertise Ordinance Amendments for pension provisions Act 24 for the Police Department was made by Lipscomb and seconded by Baylor. All in favor.

A **MOTION** to advertise for the real estate and fire tax increase was made by Lipscomb and seconded by Baylor. All in favor.

**Council Comments:** None

### **Adjournment:**

A **MOTION** to adjourn was made by Mellema and seconded by Lipscomb. All in favor. Motion passed. Meeting adjourned at 9:23pm.

Respectfully Submitted,

Wanda Harner  
Borough Secretary

2025 Work Session Schedule  
(1<sup>st</sup> Thursday of each month)

January 2, 2025