

PARKESBURG BOROUGH COUNCIL

MINUTES OF THE WORK SESSION

Thursday, February 5, 2026

7:00 p.m.

The meeting was called to order by Council President Nick Ohar at 7:04 p.m.

Roll call was held. Council Members present were Council President Nick Ohar, Council Vice-President Josh Mellinger, Council Member Todd Brade, Council Member Margaretta "Rhett" Lipscomb, and Council Member Sharon Wolf. Also present were Mayor John P. Hagan, II, Borough Solicitor John Carnes, Borough Manager Ray Sheller, and Police Chief Ryan Murtagh. Council Member Monique Baylor and Council Member Mel Keen were absent.

An executive session was held this evening from 6:30-7:00 p.m. for personnel. No decisions were made.

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES:

A MOTION to approve the minutes of the December 4, 2025, Work Session was made by Lipscomb and seconded by Mellinger. All in favor.

APPROVAL OF MINUTES:

A MOTION to approve the minutes of the January 5, 2026, Organization Meeting was made by Wolf and seconded by Lipscomb. All in favor.

DEPARTMENT REPORTS:

Due to the recent change in Committees and members, there are no Committee reports provided for this council meeting. Listed below are the new Committees established as well as council members.

Property – Sharon Wolf (chair), Todd Brade, and Monique Baylor

Parks & Recreation- Todd Brade (chair), Sharon Wolf, and Rhett Lipscomb

Due to the upcoming America 250 celebration in Parkesburg, the chair for Parks and Recreation Committee, Todd Brade, informed council members that he has met with several other committees to discuss the upcoming event. In fact, Casey Wyatt from the Historical Society/Commission was available to request a modification with the Special Event permit that had been previously approved and answer any questions. Ms. Wyatt stated the initial paperwork submitted advertised a three-day event. However, after meeting with Houghton Carnival recently, they were able to arrange a four-day event

(Wednesday – Saturday). There was a discussion regarding cost and concerns about safety issues in the past with previous events held in the Borough.

A MOTION to approve the application with the changes was made by Brade and seconded by Mellinger. All in favor.

Finance- Monique Baylor (chair), Josh Mellinger, and Rhett Lipscomb

Police, Fire, and EMS – Josh Mellinger (chair), Todd Brade, and Sharon Wolf

Councilwoman Wolf submitted a police report to Council noting the proposed addition of a Captain position for the Police Department.

Community Outreach- Mel Keen (chair), Nick Ohar, and Monique Baylor

Councilwoman Lipscomb mentioned this was the fifth year of the North Park garden. She wanted to thank the Grocery Outlet for the donation of snacks and drinks to the junior gardeners, who volunteer at the garden. Also, Councilwoman Lipscomb reported concern over the greenhouse with severe weather conditions. President Ohar reminded Councilwoman Lipscomb that the blocks at North Garden need to be sealed and he volunteered to assist with this task.

Borough Manager Sheller discussed concern regarding committee meetings and the council work session. President Ohar stated the frequency of when committees meet vary and is at the discretion of the Committee Chair.

Community Development- Rhett Lipscomb (chair), Nick Ohar, and Mel Keen

Councilwoman Lipscomb informed council members the committee meets the second Thursday of the month if necessary. Also, she requested getting Hometown Hero banners installed in the borough.

Borough Communications/Business Liaison/PAC,PABA – Nick Ohar (chair), Josh Mellinger, and Mel Keen

President Ohar, who is the Committee Chair, informed council members of the business meeting on January 16th. He mentioned the possibility of a new slogan for the borough and creating a competition. This new slogan could be placed on the sign at Route 10. Mayor Hagan highlighted the history of Parkesburg and capitalized on a small-town feeling.

BUSINESS ITEMS:

Parkesburg Point update – Staff from the Parkesburg Point were available to answer council member questions regarding the subdivision and lot consolidation plan. The Planning Commission has recommended approval as well as West Sadsbury Township. Borough Solicitor Carnes informed council that there were two Resolutions that need to be voted on at this meeting. The first Resolution grants two waiver requests and the

second Resolution is for the final approval conditioned upon a “clean” review letter by the Borough Engineer and the Borough Solicitor’s approval.

A MOTION to approve Resolution 2026-55 granting two waivers was made by Brade and seconded by Mellinger. All in favor.

A MOTION to approve Resolution 2026-56 granting conditional approval of the Parkesburg Point was made by Brade and seconded by Mellinger. All in favor.

Snow Emergency Route update – Borough Manager Sheller stated snow emergency routes were established in 2019 and then updated in 2022. The list of streets on the snow emergency routes had been reduced to include First Avenue, Main Street, Strasburg Avenue, and Green Street. He informed council members that the Ordinance needs to be altered by Resolution to include Chapel Avenue and West Bridge Street.

Handicap parking space Opera Dental- A discussion was held regarding businesses requesting handicap spots. Mayor Hagan reminded everyone that an individual or business applying for accessible parking is not entitled to the spot.

A MOTION to approve a handicapped parking space on First Avenue was made by Brade and seconded by Mellinger. All in favor.

Ordinance 2026-573: 2021 IPMC (International Property Maintenance Code) -

A MOTION to authorize Ordinance 2026-573 to use 2021 PMC was made by Brade and seconded by Mellinger. All in favor.

Borough Solicitor comment on legal issue – Borough Solicitor Carnes informed council members that settlement has not taken place with Parke Mansion but is imminent. A Resolution in December 2025 was passed authorizing the Borough Solicitor to take action and attend settlement. Borough Solicitor Carnes stated the project is moving forward slowly and this authority was extended until the settlement. If the plans are outside of the 90 days of being approved and signed, the MPC requires a 90-day letter. Borough Solicitor Carnes stated he wanted authorization for the extension until settlement and to issue the letter if needed.

A MOTION to authorize the Borough Solicitor to act as previously authorized by Resolution until settlement and plans are recorded and granting authorization to issue a 90-day letter was made by Brade and seconded by Mellinger. Ayes - 4 Nays- 1 Motion approved.

Motion to hire counsel for a personnel matter -

A MOTION to hire outside counsel for a personnel matter was made by Brade and seconded by Wolf. A roll call vote was taken.

Sharon Wolf – Aye
Todd Brade – Aye
Josh Mellinger – Aye

Rhett Lipscomb - Nay
Nick Ohar - Aye

Ayes- 4 Nays – 1 Motion approved.

COUNCIL COMMENTS-

President Ohar mentioned the reoccurring monthly bills and getting them paid in a timely fashion to avoid late fees. Mayor Hagan pointed out there was a Resolution already established. Borough Manager Sheller will look at the list of reoccurring bills and determine if needs to be revised.

ADJOURNMENT:

MOTION to adjourn was made by Mellinger and seconded by Lipscomb. All in favor. Motion passed. Meeting adjourned at 8:35p.m.

Respectfully Submitted,

Wanda Harner
Borough Secretary

2026 Council Meeting Schedule:
"3rd Thursday of each month"
Next Meeting: March 19, 2026