

# **PARKEsburg BOROUGH COUNCIL**

## **MINUTES OF THE WORK SESSION**

Thursday, January 2, 2025

7:00 p.m.

The meeting was called to Order by Council President Todd Brade at 7:00p.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 Council Member Nick Ohar. Also present were Chief of Police Ryan Murtagh, Borough Solicitor John Carnes, Borough Manager Rochelle Gresh, and Public Works Officer Todd Witmer. Mayor John Hagan was absent.

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

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

### **APPROVAL OF MINUTES:**

Council was provided incorrect minutes. The minutes of the December 5, 2025 Work Session will be submitted for approval at next council meeting.

### **PRESENTATIONS:**

Due to the absence of Mayor John Hagan, the swearing ceremony of new full-time police officer, James Grajewski, was not held this evening. Police Chief Murtagh informed council members that Officer Grajewski was changing his status from part-time to full-time and an appointment was previously made.

**PUBLIC COMMENTS:** None

### **COMMITTEE 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.

Community Services- Committee members: Sharon Wolf (chair), Mark Agen, and Todd Brade

Property- Committee members: Monique Baylor (chair), Nick Ohar, and Rhett Lipscomb

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

Human Resources- Committee members: David Mellema (chair), Sharon Wolf, and Mark Agen

Budget & Finance- Committee members: Mark Agen (chair), Monique Baylor, and Nick Ohar

Economic Development - Committee members: Nick Ohar (chair), Todd Brade, and David Mellema

Community / North Park- Committee members: Rhett Lipscomb (chair), David Mellema, and Monique Baylor

During Committee discussion, Public Works Officer Witmer addressed council with the poor condition of the borough's public works vehicles, equipment, and property. Witmer informed council member of the heating issues the district court, police, as well as borough office have experienced recently. Borough Manager Gresh requested a property meeting be scheduled to discuss these matters. Council members agreed to meet on Monday, January 13, 2025 at 6pm.

## **RESOLUTIONS**

**A MOTION** to approve **Resolution 2025-1** to appoint Wanda Harner as Borough Secretary and Right to Know Officer was made by Mellema and seconded by Baylor. All in favor.

**A MOTION** to approve **Resolution 2025-2** to appoint Rochelle Gresh as Borough Manager and Treasurer was made by Mellema and seconded by Lipscomb. All in favor.

**A MOTION** to approve **Resolution 2025-3** to appoint John Carnes as Solicitor at \$150.00 an hour was made by Mellema and seconded by Agen. Ayes -6 Nay -1

**A MOTION** to approve **Resolution 2025-4** to appoint Edward Van Arsdale from Arro Consulting as engineer was made by Lipscomb and seconded by Ohar. All in favor.

**A MOTION** to approve **Resolution 2025-5** to appoint Gavin Freeman from Arro Consulting as zoning officer was made by Agen and seconded by Mellema. All in favor.

**A MOTION** to approve **Resolution 2025-6** to appoint Code Inspections, Inc. as building inspector was made by Lipscomb and seconded by Agen. Ayes-6 Nay-1

**A MOTION** to approve **Resolution 2005-7** to appoint Barbacane, Thornton & Company LLP as auditor was made by Agen and seconded by Lipscomb. Ayes- 5 Nay-2

**A MOTION** to approve **Resolution 2005-8** to appoint Berkheimer as tax collector was made by Mellema and seconded by Agen. All in favor.

**A MOTION** to approve **Resolution 2005-9** to appoint Scot Kreger as Emergency Management Coordinator was made by Lipscomb and seconded by Baylor. All in favor.

**A MOTION** to approve **Resolution 2005-10** to accept the resignation of zoning hearing board member George Evans as of December 19, 2024 was made by Agen and seconded by Lipscomb. All in favor.

**A MOTION** to approve **Resolution 2025-11** to appoint Lawrence Agulnick as a member to zoning hearing board for a five-year term ending December 31, 2029, Bryan Seltzer as a member to zoning hearing board for a four-term term ending December 31, 2028, Michael McHugh as a member to zoning hearing board for a three-year term ending December 31, 2027, Stephen Spoto as a member to zoning hearing board for a two-year term ending December 31, 2026, and Charles Perch as a member to zoning hearing board for a one-year term ending December 31, 2025 was made by Ohar and seconded by Lipscomb. All in favor.

**A MOTION** to approve **Resolution 2025-12** to appoint members for the Planning Commission – David Bashore term expiring December 31, 2026, Shelby Smith term expiring December 31, 2027, Casey Wyatt term expiring December 31, 2028, Todd Brade term expiring is December 31, 2025, and Matthew Marran term expiring December 31, 2025 was made by Lipscomb and seconded by Mellema. All in favor.

**A MOTION** to approve **Resolution 2025-13** to appoint alternate to Planning Commission Josh Eastep for a three-year term ending December 31, 2028 was made by Mellema and seconded by Lipscomb. All in favor.

**A MOTION** to approve **Resolution 2025-14** to appoint Longley Insurance as insurance provider was made by Mellema and seconded by Lipscomb. All in favor.

### **BUSINESS ITEMS:**

Full-time testing in the future for the police department: Police Chief Murtagh informed council the body-worn cameras were ordered with a different vendor than previously approved by agency due to official paperwork not being in line with accepted proposal. There is no change in budget. Police Chief Murtagh updated council on full-time testing in the future for the police department. The Officers Association has elected to defer the 2025 contracted pay raises approved for January 1 until January 5. President Sergeant Sasso recognized the difficulty of adjusting pay rates mid-pay period. Chief Murtagh has also offered to defer his raise. A suggestion was made for Council to consider a donation of the “saved” money (\$733.32). A discussion was held among council members.

**A MOTION** to donate the money deferred from the 2025 contracted pay raises to Shop With a Cop was made by Lipscomb and seconded by Baylor. All in favor.

List of priorities by council for 2025- Council had a discussion on the list of priorities for 2025. Members were able to reduce items on the list. A revised list of priorities will be sent to each council member and asked to rank the top five by importance.

MS4, TMDL, and PRP- Borough Manager Gresh addressed the council on MS4, stormwater TMDLs and PRPs. Discussion was held on purchasing credits for PRP and applying for grants.

**A MOTION** to approve purchasing credits for the basin was made by Baylor and seconded by Lipscomb. All in favor.

Minch Park Baseball Agreements- Council Member Mellema asked to table to next meeting because he did not get a chance to reach out to them.

Update on technical and price proposals for East and West Bridge - Solicitor Carnes addressed council and explained the Eighth Amendment to Federal Aid Bridge Project. The East Bridge is completely funded and will be removed. Council members questioned how the reimbursement process was going to work with West Bridge.

Notification that R2 district changes in zoning and subdivision- Solicitor Carnes informed council members the notification of the R2 district changes in zoning and subdivision were advertised in the local newspaper. There will be a public hearing at 7pm on January 16, 2025 and will be an agenda item at the council meeting that night.

Administrative Assistant / Trash Services Representative job description - Borough Manager Gresh stated that a majority of the job responsibilities of this position will involve focusing on the trash services and billing.

**A MOTION** to approve the administrative assistant/ trash services representative job description was made by Baylor and seconded by Mellema. All in favor.

**Public Comments -** None

**Council Comments:** Council Member Lipscomb requested Borough Secretary to contact Terri Dickow in regard to calendars for council members.

### **Adjournment:**

**A MOTION** to adjourn was made by Mellema and seconded by Baylor. All in favor. Motion passed. Meeting adjourned at 9:05pm.

Respectfully Submitted,  
Wanda Harner  
Borough Secretary

2025 Work Session Schedule

(1<sup>st</sup> Thursday of each month)

Next work session meeting: February 6, 2025 (trash and recycling only)