

**PARKESBURG BOROUGH COUNCIL**  
**MINUTES OF THE WORK SESSION**  
Thursday, June 5, 2025  
7:00 p.m.

The meeting was called to Order by Council President Todd Brade at 7:08 p.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, and Borough Manager Rochelle Gresh. Council Member Rhett Lipscomb was absent.

An executive session was held from 6:45 -7:07 pm to discuss personnel. No decisions were made.

**APPROVAL OF THE AGENDA:**

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

**APPROVAL OF MINUTES:**

**A MOTION** to approve minutes from the May 1, 2025, Work Session was made by Agen and seconded by Ohar. All in favor.

**PRESENTATIONS:** None

**PUBLIC COMMENTS:** None

**COMMITTEE REPORTS:**

Borough Services- Committee Chair Sharon Wolf stated a background check was being performed for one of the candidates that was on the Civil Service eligibility list. Wolf reported that Detective Rodney Discher's last day was May 30<sup>th</sup> but will be retiring in October. In addition, Officer Christina Sanchez is now a full-time detective. The 2025 Chevrolet Tahoe is expected to arrive within a month. Wolf stated that the police department received a grant from ECON for new breathalyzer equipment and solar panel speed signs.

Property- Committee Chair Monique Baylor informed council members that the committee met and decided to move forward with auctioning borough property. Baylor requested that Borough Solicitor Carnes contact an appraiser to determine the estimated value for each property. Baylor informed the council that the committee would use the proceeds from the sale of the properties for the upgrade to the Public Works building and a sound system for the borough hall. Borough Manager Gresh commented that we are looking to apply for the LSA grant in the fall for a new Public Works building.

Parks & Recreation- President Brade provided council members with an update of the totals for "Battle of the Boroughs". As of Tuesday, June 3, 2025, Atglen collected 278 pounds, Christiana 298 pounds, and Parkesburg with 863 pounds of food. Brade mentioned a kid's workshop will be held at Minch Park on June 14, 2025, which is sponsored by Home Depot. The

Parkesburg Free Library is in the process of finding a replacement for the Director, Faith Dopirak. Also, President Brade encouraged council members to check out the Parkesburg Free Library website for a list of summer activities scheduled.

Human Resources- Committee Chair David Mellema reported the committee was thinking about updating the handbook and realized it was too big of a task. Borough Manager Gresh stated that next year this is something she could start revising. Mellema said the labor firm could assist us.

Budget & Finance- Committee Chair Mark Agen stated that the auditor is still working on the 2023 audit. Borough Manager Gresh informed council members that the accounting firm and the accounting agency have all the information the auditor needs to work on completing the 2023 audit. Gresh is hopeful that the 2023 and 2024 audits will be completed by the end of the year and if all goes well, we will have the 2025 audit completed in early winter. She also mentioned that this summer the borough administration office will be very busy implementing the new rental inspection program and completing two audits. Mayor Hagan provided positive feedback with Borough Manager Gresh cleaning up the books.

Fire/EMS – Committee Chair Nick Ohar informed council members the next meeting is scheduled for June 20, 2025.

Community / North Park- No report

## **BUSINESS ITEMS:**

**A MOTION** for a Resolution to appoint the firm of Campbell Durrant, P.C. for personnel/labor attorney and authorize President Brade to sign engagement letter was made by Mellema and seconded by Baylor. All in favor.

**A MOTION** to approve the Ordinance for an updated pension plan with provisions Act 24 was made by Mellema and seconded by Baylor. All in favor.

**A MOTION** to authorize to advertise for the rental ordinance if approved by the solicitor was made by Baylor and seconded by Ohar. All in favor.

2025 Fee schedule - The 2025 fee schedule has been tabled until the next council meeting.

Escrow from 2023 for 375 N. Culvert – Borough Manager Gresh provided background information on the escrow account and stated the Carr family owed \$1,906.75 to the borough. A discussion was held regarding payment options as well as roadblocks and mistakes handling the matter.

**A MOTION** to have the property owner pay the money owed from 2023 escrow for 375 N. Culvert was made by Baylor and seconded by Mellema. Ayes- 3 Naves - 4 Mayor cast deciding vote.

**A MOTION** to write off the money owed from 2023 escrow for 375 N Culvert was made by Agen and seconded by Mellema. Ayes- 4 Naves – 3 Mayor cast deciding vote.

Cell tower - A discussion was held regarding the contract for a potential cell tower. Borough Solicitor Carnes informed council members about possible issues with the zoning ordinance, location of cell tower, and proposed contract. Carnes stated the contract must be reviewed by the Planning Commission, which is scheduled to meet on June 26, 2025.

**A MOTION** to authorize the borough council President to sign a lease for a cell tower if approved by the solicitor was made by Mellema and seconded by Baylor. Ayes- 5 Nays - 1

MOU special services –

**A MOTION** to approve MOU special services was made by Mellema and seconded by Baylor. All in favor.

Oaks Ministry PILOT (Payment in lieu of taxes) - A very lengthy discussion was held regarding the Oaks Ministry and Zoning Hearing Board meetings. Borough Solicitor Carnes and President Brade informed council members of discussion held at both Zoning Hearing Board meeting. The Oaks Ministry was strongly encouraged by the Zoning Hearing Board solicitor to determine a PILOT and Oaks Ministry agreed. Currently, Oaks Ministry has not contacted the borough manager or solicitor and is not compliant with procedures.

**A MOTION** to authorize the borough solicitor to write a letter to send the Zoning Hearing Board to inform the Oaks Ministry has not reached out to the borough manager or solicitor about the PILOT was made by Baylor and seconded by Agen. All in favor.

**A MOTION** of receipt of motion from the Planning Commission and authorize Borough to pass it's own motion to address the issues identified and share Borough position with the Zoning Hearing Board solicitor was made by Baylor and seconded by Agen. All in favor.

**Public Comments** - None

**Council Comments:** None

**Adjournment:**

**A MOTION** to adjourn was made by Baylor and seconded by Mellema. All in favor. Motion passed. Meeting adjourned at 8:57pm.

Respectfully Submitted,

Wanda Harner  
Borough Secretary

2025 Work Session Schedule

(1<sup>st</sup> Thursday of each month) Next work session meeting: July 3, 2025