

PARKESBURG BOROUGH COUNCIL
MINUTES OF THE REGULAR MEETING
Thursday, November 21, 2024
7:00 p.m.

The meeting was called to order by Council President Todd Brade at 7:00 p.m.

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

APPROVAL OF MINUTES:

A **MOTION** to approve the minutes of the October 17, 2024, Regular Council Meeting was made by Lipscomb and seconded by Wolf. All in favor.

PRESENTATIONS:

Parkesburg Library- Faith Dopirak informed council members about a reading program (“Read Across CHESCO”) at the Parkesburg Library. She explained participants travel from library-to-library learning about the various services and resources the eighteen libraries in the Chester County Library System have to offer. Each library will focus on a different service/resource and participants will be given a sticker. Upon completing all eighteen libraries visited, questions answered, and stickers collected, individuals will be rewarded with a tote bag featuring some of the landmarks in Chester County. This program is a great opportunity to bring patrons into town and support local businesses.

Budget and financial review – Paul Janssen (Director at the Center for Excellence at Albright College) reviewed the budget and finances with council members. He discussed a refuse plan focusing on the significant amount of uncollected fees and getting these paid immediately. There was a conversation regarding the amount of money in arrears. At this point, Janssen stated not concerned about penalties. However, the borough will start imposing penalties beginning January 1st. The borough has waived fees for the past eighteen months.

PUBLIC COMMENT (AGENDA ITEMS ONLY): None

DEPARTMENT REPORTS:

Police Chief Report- Written report was submitted to council

Fire Chief Report – Written report was submitted to council

Fire District Administrator- The county wide burn ban has been extended to December 26th. The municipal update forms will be coming out in January.

Engineer - No report

Code Enforcement -Code Inspections Inc.- No Report

Public Works Department- Written report was submitted to council. Discussion was held on the cupola roof and poor shape it is currently in. Council members are concerned about the condition of the cupola roof and safety. A suggestion was made to have staff members replace cupola. President Brade stated getting quotes to dismantle and replace cupola roof.

Manager's Report – Borough Manager met with Eagle Truck Equipment to discuss options for a new trash truck and had a meeting with ECON to discuss grants. She informed the council upon Borough Manager's hiring; the manager's computer had no files on it. As a result, she had to improvise and create her own filing system to obtain information. The Borough Manager will be switching to a new IT company in January. Discussion was held on saving hard drive on Borough Manager's computer.

Treasurer's Report –

A **MOTION** for approval of bill list as presented and payment of all recurring bills and payroll was made by Lipscomb and seconded by Agen. All Ayes.

A **MOTION** to approve Treasurer's Report was made by Agen and seconded by Wolf. All Ayes.

2025 Budget: Borough Manager informed council the preliminary budget was on borough's website. The solicitor commented on the budget was advertised in the newspaper last week.

TRAN for 2025 - Discussion was held on this. Borough Manager commented on receiving funds early.

A **MOTION** to move forward with TRAN for 2025 was made by Agen and seconded by Mellema.

Mayor – No report

Borough Solicitor – Discussion was held on creating a contractor license ordinance starting in March.

A **MOTION** to approve Resolution 2024-27 appointing Wanda as Borough Secretary was made by Lipscomb and seconded by Baylor. All Ayes.

A **MOTION** to approve Resolution 2024-28 appointing Wanda as Open Records Officer was made by Lipscomb and seconded by Agen. All Ayes.

A **MOTION** to approve Resolution 2024-30 Resolution for local share grant application for pick-up truck and a trash truck was made by Baylor and seconded by Lipscomb. All Ayes.

New Business:

Mellema moved that council authorize signature of the final contract after confirmation that it matches the agreed upon contract.

A MOTION to consider the five-year police contract was made by Mellema and seconded by Lipscomb. All Ayes.

A MOTION to approve Resolution for supporting the Pennsylvania Commission for the United States Semiquincentennial was made by Ohar and seconded by Mellema. All Ayes.

Old Business:

A MOTION to consider accepting the extension and extend the review period for Meadowview until December 31, 2024 was made by Lipscomb and seconded by Mellema. All Ayes.

Trash billing late fees/penalties- Discussion was held on the trash billing. Borough Manager informed council staff attended a training for trash billing. Now on trash bills in the “notes” section, there will be notification of an increase in fees for the first quarter of 2025. There will also be a notation of a penalty being applied if not paid by January 1st. Borough Manager commented that trash bills will be sent after Thanksgiving.

A MOTION to consider R2 District changes Ordinance Amendment update action to schedule public hearing and advertise was made by Lipscomb and seconded by Agen. All Ayes.

Discussion was held on selecting a date for the public hearing. Council selected January 16, 2025.

A MOTION to approve public hearing scheduled for January 16, 2025 was made by Mellema and seconded by Baylor. All Ayes.

Public Comments (*Limited to three minutes*)

COUNCIL COMMENTS- Council members requested paper copies of items voting on to look at during meetings. Discussion was held on using Sharepoint.

ADJOURNMENT:

A MOTION to adjourn was made by Mellema and seconded by Ohar. All in favor. Motion passed. Meeting adjourned at 8:42p.m.

Respectfully Submitted,

Wanda Harner
Borough Secretary