

PARKEsburg BOROUGH COUNCIL
MINUTES OF THE WORK SESSION
Thursday, November 6, 2025
7:00 p.m.

The meeting was called to Order by Council President Todd Brade at 7:09 p.m.

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

An executive session was held from 6:30 -7:05 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 Mellema. All in favor.

APPROVAL OF MINUTES:

A MOTION to approve minutes from the October 2, 2025, meeting was made by Wolf and seconded by Mellema. All in favor.

PUBLIC COMMENTS: None

COMMITTEE REPORTS:

Borough Services – Committee Chair Wolf informed council members that the Civil Service Commission has scheduled the written Sergeant exam for November 15th. In addition, Vice President Wolf recognized Officer Joseph Carboni for his exemplary support during a medical emergency call. There is consideration of trading Police Ford Explorers for three new vehicles at the beginning of 2026 based on the appraisals.

Property – Committee Chair Baylor reported that December 4th is the date of the Borough property sale.

Parks and Recreation – Committee Chair Brade stated the Halloween events (“Spooky Upcycle Painting” Workshop, Trunk-or-Treat, and Lion’s Club Parade) were very successful and a lot in attendance.

HR- Committee Chair Mellema reported that the HR committee found candidates for the new Borough Manager and Borough Treasurer, which will be voted on later at this meeting.

Budget and Finance – Finance Committee Chair Mark Agen reported that items are listed on agenda.

Fire and EMS – Committee Chair Nick Ohar stated there is a grant for buying new equipment. The fire company is looking to hire five to seven part-time employees. Ohar explained to council members and those in attendance that the fire company does not have the volunteer structure they had before, and services need to be paid that did not previously exist.

Community/ North Park – Committee Chair Lipscomb mentioned the Harvest Celebration that occurred on October 23rd at the Springton Manor Farms. Lipscomb reported that she completed the application for the Garden Program Agreement for 2026 and included a grant application to have the \$250 membership fee waived.

BUSINESS ITEMS:

A MOTION to adopt Resolution 2025-52 appointing Raymond Sheller as the Borough Manager was made by Mellema and seconded by Baylor. Ayes – 6 Naves – 1 Motion approved.

A MOTION to adopt Resolution 2025-51 appointing C. Malcolm Smith & Co. as Borough Treasurer with John Sardella as bonded agent was made by Mellema and seconded by Agen. All in favor.

A MOTION to table the preliminary budget for 2026 with a 3-mill increase was made by Agen and seconded by Ohar. Ayes- 6 Naves- 1 Motion approved.

Loan/TAN – Borough Solicitor Carnes informed council members that he participated in a conference with Todd Feeley from M&T Bank and Jennifer Caron, Esquire, bond counsel from Skadden Arps. A discussion led to the general understanding that M&T will supply a proposal for Borough Council to review before the November 20th meeting to borrow \$150,000 for an interim taxable TRAN in November to cover December 2025 obligations. For 2026, it is anticipated that the Borough will qualify for a tax-exempt TRAN at a lower rate of interest than a taxable TRAN.

Revised crime free program – Borough Solicitor Carnes reported there was concerns mentioned at previous council meetings regarding protection for victims of abuse and eviction. This item was tabled.

Resolution 2025-47 authorizing application for LSA grant for the Public Works Garage –

This item was tabled.

A MOTION to accept the MS4 contract from ARRO was made by Lipscomb and seconded by Ohar. All in favor.

Update on the purchase of PRP credits from Salisbury Township – Borough Solicitor Carnes stated that the Borough is working on a proposal with Salisbury Township to purchase PRP credits on an already constructed floodplain restoration.

Impact Church- Resolution 2025-48 to grant conditional final approval -

A MOTION to accept and sign the developer and financial security agreement for Impact Church was made by Ohar and seconded by Agen. All in favor.

Application to PA American Water for 10 fire hydrants in Parkes Mansion Estates – A very lengthy discussion was held with Debra Shulski (Riley, Riper, Hollin, and Colagreco) addressing concerns about the language used in the document and whether the HOA can be held responsible for the maintenance of the fire hydrants. This item was tabled.

A MOTION to approve Resolution 2025-50 to sign the final plans and put into bond with Borough Solicitor was made by Agen and seconded by Mellema. Ayes – 6 Naves- 1 Motion approved.

A MOTION to accept the rendition of townhomes supplied by D.R. Horton was made by Mellema and seconded by Lipscomb. All in favor.

Parke Mansion property- A very lengthy discussion was held between council members and Debra Shulski (Riley, Riper, Hollin, and Colagreco) regarding Parke Mansion. Ms. Shulski informed council that there were two options to be considered. The first option is the Borough agrees at its sole discretion to accept a one-time cash contribution in the amount of \$250,000.00 in lieu of Parke Mansion Partners making the repairs. The second being the property owner makes the renovations so that Parke Mansion is habitable, structurally sound, and ADA accessible from the exterior of the property to the first-floor entrance of the Parke Mansion.

A MOTION to approve Parke Mansion Partners, LP to complete the repairs subject to the Borough Solicitor's final approval was made by Agen and seconded by Mellema. Ayes – 6 Naves – 1 Motion approved.

Parking conditions on McGuigan Way, Grape Alley, and Grant Street – Councilwoman Baylor asked if written notices will be provided to the property owners on these streets. Police Chief Murtagh stated written notices will be given along with an explanation and there will be a thirty-day grace period.

A MOTION to approve Resolution 2025-49 regarding the parking conditions on McGuigan Way, Grape Alley, and Grant Street was made by Mellema and seconded by Baylor. All in favor.

Borough property – Committee Chair Baylor informed council members that the two Borough lots on Front Street will be auctioned off before the council meeting on December 4th.

Baseball league – Borough Solicitor Carnes provided council members with an update regarding the baseball league. Jason Ralston contacted previous Borough Manager Gresh inquiring about the lower baseball field at Minch Park. He is coaching a 12U travel team. He was asking about modification of the field by four to five feet. Councilman Agen suggested Public Works Department maintain the baseball field.

Update on STMP consultants – A request was made to send an email with information on bidders.

Job descriptions Public Works Supervisor and Laborer – This item was tabled.

Public Comments – Jennifer Taggert (Brandywine Quarry) expressed her concerns about blasting at the quarry and the new development being built within feet of her property.

Nick Canzoneri (114 E 2nd Ave) asked a question regarding the sizes of the townhouses being built by Parke Mansion Partners, LP.

Council Comments: Vice-President Wolf commented on the cost of having ECON for grant writing and whether Borough Council cut the cost. Council Member Baylor expressed concern about the deteriorating roads in the borough and potholes. President Brade informed council members that he received an email from Mel Keen asking if the council meeting night can be changed from Thursday to Monday evenings.

A MOTION to approve keeping Borough Council meetings held on Thursdays was made by Mellema and seconded by Agen. All in favor.

Adjournment:

A MOTION to adjourn was made by Agen and seconded by Mellema. All in favor. Motion passed. Meeting adjourned at 8:52pm.

Respectfully Submitted,
Wanda Harner
Borough Secretary

2025 Work Session Schedule (Next work session meeting: December 6, 2025)