

PARKESBURG BOROUGH COUNCIL
MINUTES OF THE WORK SESSION
Thursday, November 7, 2024
7:00 p.m.

The meeting was called to Order by Council President Todd Brade at 7p.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 Director Todd Witmer. Mayor John Hagan II was absent.

APPROVAL OF THE AGENDA:

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

APPROVAL OF MINUTES:

A **MOTION** to approve the minutes of the October 3, 2024, Work Session was made by Lipscomb and seconded by Wolf. All in favor.

APPROVAL OF THE BILLS:

A **MOTION** for approval of the bills and payment of recurring bills and payroll was made by Lipscomb and seconded by Baylor. All in favor.

Public Comments - None

APPROVAL OF BOROUGH SECRETARY:

A **MOTION** for approval of borough secretary was made by Lipscomb and seconded by Baylor. All in favor.

COMMITTEE REPORTS: President Brade commented that there is a change in Committees- Monique Baylor on Budget and Finance and Todd Brade on EMS and Fire

Police (Sharon Wolf) – Police Chief Murtagh commented on some of the new added costs for the department are cell phone, new phone system, and a cloud-based system.

Parks & Recreation (Todd Brade) - Trunk or Treat well attended as well as Halloween parade. President Brade mentioned Christmas on Main coming up soon (December 7th 2-6pm).

North Park Garden (Margaretta “Rhett” Lipscomb)- Lipscomb commented on seeds given for the garden in the spring.

Community and Business (Monique Baylor) – Baylor mentioned a new coffee place across the street (Fill This Cup) very welcoming and tasty. A new insurance agency (Steve Jackson) opened and has another location in Coatesville.

Fire and EMS (Margaretta “Rhett” Lipscomb) - Lipscomb mentioned Fire Chief leaving and the holiday party is scheduled for Dec. 8 from 6-8pm at Sadsbury Township.

Budget & Finance (Mark Agen)– Discussion was held here for quite some time on budget, audit, and finance of a short- term loan. Our solicitor John Carnes explained to council members the short-term TRAN loan and anticipating funds next week.

A **MOTION** to approve resolution for short-term TRAN from M&T Bank was made by Agen and seconded by Mellema. All in favor.

A **MOTION** to approve HCMS, Inc. as a consultant for budget and finance reviews was made by Agen and seconded by Lipscomb. All in favor.

A **MOTION** to approve hiring C. Malcolm Smith & Co. for accounting reconstruction was made by Baylor and seconded by Lipscomb. All in favor.

A **MOTION** to retroactively approve payment of bills online as of September 25, 2024 was made by Agen and seconded by Lipscomb. All in favor.

Borough Manager Gresh mentioned a deficit with trash and demand for an increase in fees. Discussion was held about how to notify the public of an increase and concern about insufficient notice. President Brade suggested to authorize getting a resolution ready.

A **MOTION** to have solicitor draft an ordinance or resolution as appropriate to address quarterly fees, late penalties, interest, attorney fees, and bulk trash changes effective January 1, 2025 was made by Mellema and seconded by Lipscomb. All in favor.

A lengthy discussion was held regarding expenses on the budget for 2025 and short fall.

A **MOTION** to adopt the preliminary budget for 2025 and to advertise in accordance with the Borough Code was made by Mellema and seconded by Lipscomb. All in favor.

A **MOTION** to approve opening a separate bank account for EMS and Fire Tax Revenue was made by Lipscomb and seconded by Baylor. All in favor.

Economic Development and COG (David Mellema) - No report

Streets and Property (Nick Ohar) – No report

Historic Commission (Margaretta “Rhett” Lipscomb) – Lipscomb gave an update on the Polar Express. She stated the event was not going to be held this year due to many issues.

Old Business:

Right to Know Officer -

A **MOTION** to make Wanda Harner the Right to Know Officer effective November 8, 2024 was made by Lipscomb and seconded by Baylor. All in favor.

Local Share Grant – Discussion was held on condition of borough trash vehicles. The Public Works Director stated the borough needs a new trash truck. The dump truck used for snow removal breaks down frequently. The Borough Manager mentioned the Local Share Grant and needing letters of support for the grant from senators or representatives if possible.

A MOTION to approve the application for a Local Share grant and pay the application fee for trash truck and pickup truck made by Mellema and seconded by Ohar. All in favor.

Minch Park Baseball- No report

Trash Collection/billing - Discussion was held on this. The Borough Manager addressed the issue of sending bills on time, late fee penalties, and unpaid bills to bring in revenue.

New Business:

List of priorities by council for 2025- Discussion was held and the Borough Manager suggested to council members to select a few items from the list of priority to know what is council's priority for 2025 and if needed what grant to apply for in the future.

Meeting Date for 2025 – Discussion was held regarding whether to keep current dates (first and third Thursday of each month) or switch back to previous dates of first and third Monday of each month.

A MOTION to keep first and third Thursdays of each month was made by Mellema and seconded by Baylor. Naves – Lipscomb and Agen

Add a Special Meeting date for Budget discussion – No more information currently.

Add a Special Meeting on Thursday, December 26, 2024 – President Brade mentioned advertising in case needed and providing 24-hour advance notice.

Planning Commission-

A MOTION to approve Josh Eastep to the Planning Commission as an alternate was made by Lipscomb and seconded by Mellema. All in favor.

Council Comments:

Baylor commented that the holiday season is coming up and encouraged council members to buy locally.

Adjournment:

A MOTION to adjourn was made by Lipscomb and seconded by Mellema. All in favor. Motion passed. Meeting adjourned at 9:32 PM.

Respectfully Submitted,
Wanda Harner
Borough Secretary

2024 Work Session Schedule

(1st Thursday of each month)

December 5, 2024