

**PARKESBURG BOROUGH COUNCIL**  
MINUTES OF THE REGULAR MEETING  
Thursday, October 16, 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 Mark Agen, Council Member Monique Baylor, Council Member David Mellema, Council Member Nick Ohar, and Mayor John P. Hagan, II. Also present were Borough Solicitor John Carnes, Borough Manager Rochelle Gresh, and Police Chief Ryan Murtagh. Council Member Margaretta “Rhett” Lipscomb was absent.

An executive session was held this evening from 6:45-7:07p.m. for litigation. 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 the minutes of the September 18, 2025, Regular Council Meeting was made by Baylor and seconded by Mellema. All in favor.

**PRESENTATIONS:** None

**PUBLIC COMMENT (AGENDA ITEMS ONLY):**

Jason and Adam Smith (103 W First Ave) informed council members of their intentions for holding a Special Event on November 9<sup>th</sup>. The businesses of Dynamic Raceworks, Two Dogs Auto and Cycle, and Fill This Cup would like to hold an event to bring the community together and support our veterans.

**A MOTION** to approve the Special Event Permit (Cars, Motorcycles, and Coffee) scheduled for November 9, 2025, was made by Mellema and seconded by Baylor. All in favor.

President Brade stated the flower bed around the Parkesburg sign along Route 10 should be maintained by Parkesburg Borough and not the owners of 103 W First Avenue.

**A MOTION** to approve Parkesburg Borough maintain the flower bed around the Parkesburg sign was made by Baylor and seconded by Mellema. All in favor.

David Vielhauer (524 W 2<sup>nd</sup> Ave) questioned council members regarding what the Borough is doing about a resident who has lived here for seven years with New Jersey tags on his vehicle. Borough Solicitor Carnes stated this was not a matter for council members to address and suggested contacting his Congressman Dan Williams for assistance in this matter.

## **DEPARTMENT REPORTS:**

**Engineer** - A written report was submitted to council.

**Police Chief Report**- A written report was submitted to council.

**Public Works Department**- A written report was submitted to council.

**Fire Chief Report** – A written report was submitted to council

**Fire District Administrator**- A written report was submitted to council.

**Code Enforcement -Code Inspections Inc.**- A written report was submitted to council.

**Mayor** - Mayor Hagan informed council members that he was participating in the Lions Club Halloween parade as the Grand Marshall. He encouraged everyone to promote the parade on social media as well as the Trunk-or-Treat and Final Friday also scheduled on October 25<sup>th</sup>. Mayor Hagan reminded those in attendance that October 31<sup>st</sup> is Trick-or-Treat from 6-8pm in the borough. Through private donations, glow sticks will be provided for children to wear while trick-or-treating.

**Borough Solicitor** – Borough Solicitor Carnes informed council members that Main Street would not be included in the sale of borough property. He recommended moving the sale of the property to the December 4<sup>th</sup> council meeting.

**A MOTION** to move the sale of the borough property to December 4<sup>th</sup> meeting was made by Baylor and seconded by Mellema. All in favor.

**Treasurer's Report** – Borough Manager reported as of September 30, 2025, the General Fund was \$416,173.61 and the General Reserve was \$287,611.85.

**Borough Manager** – Borough Manager Gresh informed council that the first bill for the Public Works truck will be January 2026. She reported that the truck will be white due to the additional cost of \$6,000 for the color red. Borough Manager Gresh stated that she spoke with Jason Ralston, who is coaching a 12U travel team looking to play games and hold practices from April to June at the lower field at Minch Park. She also mentioned the Borough office contacted the resident at 527 W 2<sup>nd</sup> Avenue regarding a trash certificate.

## **BUSINESS ITEMS:**

**A MOTION** to approve ARRO's Professional Services agreement for First Avenue Repair project and authorize Borough Manager to sign was made by Baylor and seconded by Mellema. All in favor.

**A MOTION** to approve the bill list as presented and payment of all recurring bills and payroll was made by Baylor and seconded by Mellema. All in favor.

**A MOTION** to approve the Treasurer's Report for September 2025 in the amount of \$1,094,067.06 was made by Baylor and seconded by Mellema. All in favor.

### Discussion for TAN/TRAN and authorization to move forward to authorize bond counsel

Borough Manager Gresh informed council that she and Borough Solicitor Carnes met with M&T Bank regarding obtaining money to assist with the deficit and making it to the end of the year. She stated an authorization was needed to start the process.

**A MOTION** to authorize moving forward to authorize bond counsel was made by Agen and seconded by Mellema. Ayes- 6 Nays- 1 Motion approved.

Resolution Conditional final approval 217-219 Chapel and other- Mike Murphy from Murphy Construction Management LLC and Murphy Homes addressed council members regarding the lots at 217 and 219 Chapel Avenue. Mr. Murphy informed council that he would like to change the address to North Street.

**A MOTION** to authorize a Resolution granting Conditional final approval for 217-219 Chapel Avenue was made by Baylor and seconded by Mellema. All in favor.

Parking conditions on McGuigan Way, Grape Alley, and Grant Street – Police Chief Murtagh informed council members that there is a serious safety issue regarding emergency vehicles being able to move up and down those streets. Chief Murtagh suggested eliminating the parking on the north side of Grant Street and no street parking on McGuigan Way. In addition, there would be no parking on Grape Alley within 30 feet of the intersection of Grape Alley and McGuigan Way. Borough Solicitor Carnes stated there needs to be an amendment to the Parking Ordinance to address this safety issue.

Hire an accounting firm/consultant to serve as treasurer - HR Committee Chairperson Mellema informed council members the Committee has met and discussed having the Treasurer and Borough Manager as two separate positions. There were four suggested candidates. Borough Manager Gresh suggested using Sardella, whom the Borough had previously used in the past. This item was tabled.

Status update on hiring of new Borough Manager – HR Committee Chairperson Mellema reported that there were two candidates interviewed for the position. There will

be a second round of interviews scheduled for next week. Borough Manager Gresh stated that her last day in the office will be October 30<sup>th</sup>. She previously provided council with November 14<sup>th</sup> as her last day, however she will be utilizing her benefit time for the remaining days. HR Committee Chairperson Mellema requested that Borough Manager Gresh provide council members with a schedule of her days remaining and what needs to be completed during the transition period. Borough Manager Gresh informed council that she has suggestions in her Manager's report for the next manager to address upcoming issues. Vice President Wolf volunteered to attend sessions with Borough Manager Gresh to learn what needs to be done during interim.

**A MOTION** to approve paying for Borough Secretary to obtain her notary was made by Mellema and seconded by Baylor. All in favor.

Consider a motion to approve job descriptions of Public Works Supervisor and Public Works Laborer – This item was tabled.

533 Rosemont Avenue / 33 Rockland Avenue – Mary Corcoran addressed council members about changing her address.

**A MOTION** to approve changing the address from 533 Rosemont Avenue to 33 Rockland Avenue was made by Baylor and seconded by Mellema. All in favor.

**A MOTION** to approve a Resolution for 2026 police contributions was made by Mellema and seconded by Baylor. All in favor.

**A MOTION** to institute direct deposit beginning January 1, 2026, for all council members, mayor, and employees was made by Mellema and seconded by Agen. Ayes – 6 Nays – 1 Motion approved.

A discussion was held regarding the social media policy. Borough Manager Gresh informed council members that she, Police Chief Murtagh, and Marc Meshurle met with Longley Insurance to discuss implementing a social media policy. Mayor Hagan stated he reviewed the information in the council packet and did not approve of asking people to use their own personal social media to promote items. He suggested using a website called ReadyChesCo instead of social media to promote events going on in the borough. It is the official notification system for Chester County. Residents can register for free to receive emergency and non-emergency alerts for the community.

**Public Comments (*Limited to three minutes*)** - None

COUNCIL COMMENTS-

Vice President Wolf asked about an email regarding the 2024 audit. Borough Manager Gresh stated there was no fine and the 2024 audit would begin in December. Mayor Hagan suggested inviting Police Chief Murtagh and Borough Solicitor Carnes to the October 27<sup>th</sup> meeting with Paul Janseen to discuss the budget. This will be an

executive meeting for informational purposes only. Council Member Ohar asked about the Public Works Department providing council members with an inventory of the tools. Borough Manager reported that five candidates were interviewed for the skilled laborer position for Public Works. A list of the top three candidates was sent to the HR Committee. Mayor Hagan stated that he would like to attend the HR meeting for discussion with the Public Works Supervisor position. President Brade informed council members that he attended the Pennsylvania State Association of Boroughs Fall Leadership Conference on October 3-5th at The Penn Stater in State College. President Brade reported that he received a discount from CourseVector to use toward creating a new borough website. The promotion is for a free five-page custom word press website for the price of one year of managed hosting.

**A MOTION** to move forward with discussion of looking into a new website was made by Mellema and seconded by Baylor. All in favor.

Mayor Hagan took the opportunity to thank Borough Manager Gresh and staff for all the hard work this part year.

**ADJOURNMENT:**

**MOTION** to adjourn was made by Baylor and seconded by Mellema. All in favor. Motion passed. Meeting adjourned at 8:48p.m.

Respectfully Submitted,

Wanda Harner  
Borough Secretary

2025 Council Meeting Schedule:  
"3<sup>rd</sup> Thursday of each month"  
Next Meeting: November 20, 2025