

PARKESBURG BOROUGH COUNCIL
MINUTES OF THE REGULAR MEETING
Thursday, October 17, 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, and Mayor John P. Hagan, II. Also present were Police Chief Ryan Murtagh, Borough Solicitor John Carnes, and Borough Manager Rochelle Gresh. Members absent were Council Member Rhett Lipscomb and Council Member David Mellema.

APPROVAL OF MINUTES:

A **MOTION** to approve the minutes of the September 19, 2024, Regular Council Meeting was made by Wolf and seconded by Agen. All in favor.

PRESENTATIONS:

Historical Society- Mike McClay spoke on the Historical Society and Commission explaining the background of both the society and the commission. He is requesting a room to be used in borough hall for storage of the items and a meeting place until they find a permanent place, which is their long-term goal. They are requesting a lease for 5 years. Solicitor commented that the longest term is five years, but there is currently no provisions for utilizing the space. Provisions are needed in the lease.

A **MOTION** was made to approve the lease for five (5) years for the commission with the changes to the lease recommended by solicitor made by Baylor and seconded by Agen. All in favor.

PUBLIC COMMENT (AGENDA ITEMS ONLY): None

APPROVAL OF THE BILLS:

A **MOTION** for approval of the bills and payment of recurring bills and payroll and the past due bill list was made by Baylor and seconded by Agen. All in favor.

The Treasurer's report was submitted and there were no comments.

DEPARTMENT REPORTS:

Police Chief Report- Report is attached

Fire Chief Report – Report is attached

Fire District Administrator- Report is attached.

Engineer - Arro Consulting – Was present and his report was attached for council.

Code Enforcement -Code Inspections Inc.- No Report

Public Works Department-Report was attached for council's review. Discussion was held on yard waste and leaf collection. Mayor suggested the website should be updated to show the yard waste and leaf collection pick up for November and December for residents. Ohar commented that the building for public works is on hold until budget and finance meeting next Monday.

Manager's Report- No written report. The manager commented that she spent most of month interviewing candidates for the Borough Secretary position and preparing the 2025 budget.

Mayor -John P. Hagan, II –No report.

Solicitor- John S. Carnes, Jr., Esquire- Report attached in packet. The solicitor commented that the ordinance for the one-way street was advertised, and the Council will be voting on this later in the meeting.

Emergency Management Coordinator- The emergency management coordinator was present, and no report was given. There were no questions for the emergency management coordinator,

COMMITTEE REPORTS: President Todd Brade commented that this is the last time committee reports will be held at the council meeting. The committee reports will only be held at the workshop meetings

Police (Sharon Wolf)- Written report was submitted to council and is attached. Wolf commented that it looks like two other municipalities will be contracting with us in the upcoming year. Chief Murtagh further commented on this and explained new police cars will be purchased by those municipalities for coverage in their areas and paid for by those municipalities. Atglen and Highland are pleased with the services our police department is providing for them. If these contracts go through the Chief of Police will be putting in a request to hire another full-time police officer.

Parks & Recreation (Todd Brade) – Trick or treat event not a lot of interest this year. The scarecrow contest is going well, and you can vote for the scarecrow inside the library.

North Park Garden (Margaretta "Rhett" Lipscomb)- No Report.

Budget & Finance (Mark Agen)- Draft 2025 budget was presented to council with no changes to income but the budget shows a deficit for the year. Finance committee meeting Monday to go over budget. Discussion was held on the reconstruction accountant to reconstruct the accounting records. Various agencies were contacted for estimates. The manager has a meeting on Friday with an organization that was highly recommended for this. The fee ranges from \$65.00 to \$200.00 an hour depending on the rate of the accountant. The short-term loan to cover the borough until the end of the year is still in the works. This will be through M&T bank who currently has our TAN. Discussion was held on the loan.

Community and Business (Monique Baylor) - No report

Fire and EMS (Rhett Lipscomb)- No report

Economic Development and COG (David Mellema)- There are two grants that they are looking into applying for one is the Main Street matters grant.

Streets and Property (Nicholas Ohar)- Comment was made under the public works report.

Historic Commission (Rhett Lipscomb)- No report.

New Business

Resolution to apply for local share grant and Main Street grant and pay application fee (s)- This was tabled until grant is in process for applying for.

MOTION to make to retroactively close the M & T bank account that was dormant for a few years, the date closed was October 3, 2024, made by Baylor and seconded by Agen. All Ayes. Mayor asked if this account was required to have, since we have our TAN through them. The borough manager commented that everyone who could sign on that account is no longer with the borough, and it was easier to just close the account. This was the request by the bank. If another account is needed, we can set one up in the future.

MOTION to close all Santander bank accounts was made by Baylor and seconded by Agen. All Ayes.

Special Event permit for Block Party on East Second Street- Discussion was held on this event and the concerns of the fire pits that were not part of the written application. The Fire Department requires having a water source nearby. The Assistant Fire Chief was here to discuss this further with the applicant.

MOTION to accept the special events permit for block party and if any damages occur, they will receive a bill from the borough was made by Agen and seconded by Baylor. All Ayes.

Old Business

Resolution on winter agreement- Solicitor commented that the resolution needs to be signed by both the Council President and Borough Secretary, since the Borough Manager is currently also the Borough Secretary, the Council President was needed to sign instead.

MOTION to have resolution for winter services agreement signed by Council President Brade and Borough Secretary Gresh was made by Baylor and seconded by Agen. All Ayes.

Meadowview update and possible action- Solicitor commented that they are looking for an extension from the period set forth in the MPC till November 30, 2024.

MOTION to accept their letter and establish an extension until November 30, 2024. was made by Agen and seconded by Baylor. All Ayes.

Christmas Tree Farm Ordinance Amendment- Discussion was held on this. The solicitor commented on the process of this, and that the amendment was sent to the county planning commission today.

CDL driver for Halloween parade- Borough manager commented that Todd Witmer will be driving the truck in the parade and will be taking time off that week to not accumulate overtime for this. Solicitor commented that waivers are necessary for anyone to ride on the trailer.

Emergency Management Coordinator Wage- Borough Manager commented that his wage was voted on under the bills list since this was one of the items that was a past due bill.

Franchise Agreements- No more information at this time.

PENNDOT train station signal for Norh Culvert under the bridge- Jeffrey D. Knueppel from PENNDOT spoke on the traffic signal. They will replace the old sign with two new cautionary yield signs that will have LED lights that are solar powered. The flashing yield sign will be constantly flashing and will be on night and day. The Borough will take over maintenance after the signal is installed and the borough will receive the manual on this signal. The Borough Council expressed some concern on the solar power and if flashing lights would disturb residents who lived near the sign. Knueppel explained that the one area is the purposed AMTRAK employee parking and that there were no residences near the proposed sign area. The mayor suggested cameras under the bridge. Knueppel suggested that since the project is in two phases it would be best to address this in the second phase, which is the bigger project and cameras are intended to be installed at the train station itself.

Minch Park Baseball League- Mellema was to talk to league in regards to this.

MOTION to approve ordinance for one-way street to benefit the train station parking lot on Maple Street going westbound was made by Ohar and seconded by Wolf. All Ayes.

Public Comments (*Limited to three minutes*)

Robin from the Oaks Ministry gave an update on the purchase and the contract. They received the funding needed to purchase the building and will be submitting what they need to get to the conditional use hearing.

Nick commented on the Christmas Tree Farm and what is the purpose of doing the re-zoning and the solicitor commented that the zoning is not changing, we are adding an overlay in that area.

COUNCIL COMMENTS- None

ADJOURNMENT:

MOTION to adjourn was made by Ohar seconded by Baylor. All in favor. Motion passed. Meeting adjourned at 8:39p.m.

Respectfully Submitted,

Rochelle M. Gresh
Borough Manager/Secretary