

PARKEsburg BOROUGH COUNCIL
MINUTES OF THE WORK SESSION
Thursday, October 2, 2025
7:00 p.m.

The meeting was called to Order by Council President Todd Brade at 7:07 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, and Council Member David Mellema. Also present were Mayor John P. Hagan, II, Borough Solicitor John Carnes, Borough Manager Rochelle Gresh, and Chief of Police Ryan Murtagh. Council Member Rhett Lipscomb and Council Member Nick Ohar were absent.

An executive session was held from 9:02 -10:22 pm to discuss litigation. No decisions were made.

APPROVAL OF THE AGENDA:

A MOTION to approve the agenda was made by Baylor and seconded by Wolf. All in favor.

APPROVAL OF MINUTES:

A MOTION to approve minutes from the September 4, 2025, meeting was made by Baylor and seconded by Wolf. All in favor.

PUBLIC COMMENTS: None

COMMITTEE REPORTS:

Borough Services – Committee Chair Wolf informed council members that the Civil Service Commission has begun the process for Sergeant exam testing for November. Eligible candidates have been provided with materials for the written exam. In addition, Vice President Wolf recognized Officer Jacob Williams for completing certification as a Drug Recognition Expert. Vehicle appraisal is scheduled for later this month and pending results will assist with upcoming budgeting of needed body armor. The Public Works Department is in the process of reorganization.

Property – Committee Chair Baylor reported that November 6th is the date of the Borough property sale.

Parks and Recreation – Committee Chair Brade stated a free “Spooky Upcycle Painting” Workshop is scheduled for October 8, 2025, at Westminster Place from 6-

9pm. Residents can bring their own painting or print to thrift into a spooktacular masterpiece. The Parkesburg Library sent a letter thanking the Borough for the yearly donation. The Lions Club Halloween Parade is scheduled for October 25th, and the Grand Marshall will be Mayor John P. Hagan, II.

HR- Committee Chair Mellema reported that the HR committee is in the process of looking for a new Borough Manager. There was a discussion regarding previous candidates and using an interim Borough Manager. Council Member Baylor requested that all council members be involved with the interviewing process. It was suggested that the HR Committee come up with a list of candidates to be interviewed and screened for the first round. The second round of interviews would be conducted by the entire Borough Council.

Budget and Finance – Borough Manager Gresh reported the 2023 audit has been completed. The 2024 audit will commence in December.

Fire and EMS – No Report

Community/ North Park – Councilwoman Baylor reported the garden is winding down and 500 pounds of food was donated to the Octorara Area Food Cupboard.

BUSINESS ITEMS:

Review and accept completed 2023 audit – Borough Manager Gresh reported the 2023 audit was completed and there were some recommendations made by the auditing firm. It was recommended that the payroll be reviewed and approved by the Borough Manager and Police Chief Murtagh before submission. Finance Committee Chair Agen would sign the bank reconciliation.

A MOTION to accept the completed 2023 audit was made by Wolf and seconded by Baylor. All in favor.

A MOTION to authorize Borough Manager to sign representation letter from the auditor was made by Wolf and seconded by Baylor. All in favor.

Hiring a consulting service/accounting firm to serve as treasurer – Borough Manager Gresh strongly suggested with the financial issues that currently exist, the Borough should hire a consulting service/accounting firm that has experience with governmental fund accounting. This item was tabled.

A MOTION to authorize selling of both trash trucks and white pickup truck in accordance with borough code was made by Baylor and seconded by Wolf. All in favor.

Resolution to change address from 533 Rosemont Avenue to 33 Rockland Avenue – Item was tabled by council.

Discussion/action Parke Mansion Development and Parke Mansion Building – Randy White from Parke Mansion Partners, L.P. informed council members the deadline given by the Zoning Hearing Board is rapidly approaching (end of November). A lengthy discussion was held regarding conditional approval. It was recommended that Parke Mansion have a structural engineer walk through and provide a report. If the house was up to current code structurally and certified, then it would be given to the borough. There has been no request made to waive building permit fees (\$1,500) for Parke Mansion.

Purchase credits for PRP- Borough Manager Gresh informed council members of the opportunity to buy credits through Salisbury Township for PRP.

A MOTION to authorize action to pursue purchasing credits for PRP through Salisbury Township was made by Baylor and seconded by Wolf. All in favor.

Authorize President to appoint a committee to evaluate the proposals from the STMP RFP – Borough Manager Gresh informed council members of the Early Intervention Program that will be coming to assist with the borough's financial situation. The committee will be comprised of members of the community and council.

A MOTION to authorize the President to appoint a committee to evaluate the proposals from the STMP RFP was made by Baylor and seconded by Wolf. All in favor.

Public Comments - None

Council Comments: Vice-President Wolf commented on the picture posted on Facebook of the Public Works Department on the last day of trash. Borough Manager Gresh informed council that she will be advertising a skilled labor position for the Public Works Department. In addition, over the next few weeks, Gresh stated there will be an evaluation of what is needed for the department. Council Member Baylor asked if there was money in the budget for training. Vice-President Wolf inquired about creating an inventory of the equipment and tools for the Public Works Department. Council Member Baylor questioned if there was a plan/schedule for maintaining the roads in the borough. Borough Manager Gresh stated a road paving list was sent to all council members a few months ago.

Adjournment:

A MOTION to adjourn was made by Baylor and seconded by Wolf. All in favor. Motion passed. Meeting adjourned at 9:01pm.

Respectfully Submitted,
Wanda Harner
Borough Secretary

2025 Work Session Schedule (1st Thursday of each month)

Next work session meeting: November 6, 2025