

PARKESBURG BOROUGH COUNCIL

MINUTES OF THE WORK SESSION

Thursday, October 3, 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 (via Teams), Council Member Monique Baylor, Council Member Mark Agen and Mayor John Hagan. Also present were Chief of Police Ryan Murtagh, Borough Solicitor John Carnes, and Borough Manager Rochelle Gresh. Council Member Nick Ohar was absent.

APPROVAL OF THE AGENDA:

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

PRESENTATION: Police officer Jason Myers was sworn in by mayor John Hagan.

APPROVAL OF MINUTES:

A **MOTION** to approve the minutes of the September 12, 2024, Work Session was made by Wolf and seconded by Baylor. All in favor.

APPROVAL OF THE BILLS:

A **MOTION** for approval of the bills was made by Lipscomb and seconded by Agen. All in favor.

COMMITTEE REPORTS:Police- Wolf commented that the police participated in events in Atglen and Highland. Morale is high at the police department. The police department is assisting the borough administration with some tasks. The department is having trouble with the body cameras and in addition to the body cameras, some of the new added costs for the department are cell phone, new phone system, and a cloud-based system.

Parks & Recreation- Scarecrow contest posts are coming up this weekend and many have signed up for this event. The trunk or treat event does not seem to have much interest this year. This event could be cancelled.

Community and Business – Baylor mentioned that October is domestic violence month and reminded everyone that there is a hot line number to call.

Fire and EMS – Lipscomb reminded everyone to support our local EMS and the next fire department meeting is October 15th.

Budget & Finance – Discussion was held here for quite some time on budget, audit, and finance of a short- term loan. Discussion was also held on how the transition was going and the needs of the administration office. Our solicitor and Mark Agen will work on securing a short-term loan for the borough. Several accounting firms and agencies were discussed in assisting the borough with reconstruction accounting for the 2024 year. No decisions were made.

Economic Development and COG – Mellema has a meeting tomorrow with ECON to discuss the Main Street grant. Lipscomb attended the planning and zoning presentation they had. Lipscomb reminded everyone that Parkesburg Borough will be hosting the COG event on October 30th.

Streets and Property – No report

Historic Commission – Lipscomb gave an update on the polar express.

Old Business:

Hire full-time police officer Jason Myers-

A **MOTION** to make Jason Myers a full-time police officer was made by Lipscomb and seconded by Mellema. All in favor.

Procedures for Conditional Use (Zoning)-

A **MOTION** to approve resolution for amending the application fees for Conditional Use applications to require cash escrow account in circumstances involving a land development plan and revising the application form made by Lipscomb and seconded by Mellema. All Ayes.

Borough Secretary Position- Borough Manager gave an update on the search for the Borough Secretary. She commented that there were many qualified applicants and are currently still interviewing candidates.

Minch Park- A discussion was held on the playground equipment in the park. Discussion was held on the ballfield and that the solicitor is to draft a letter to the leagues, requesting two months' advanced notice to prepare the contract and make sure all liability waivers are in place. Discussion was also held on fees to charge or an in-kind equivalent such as regrading or cutting field.

Meadowview Development- Discussion was held on this. And no action was taken.

New Business:

Emergency Management Coordinator Wage- Discussion was held and it was decided that the Borough Manager would get back to council with information on what is owed. Payment going forward will be quarterly.

Winter Maintenance Services Agreement- The Winter Maintenance Agreement by PENNDOT was presented to the Council.

A **MOTION** to accept the winter maintenance agreement was made by Agen and seconded by Baylor. All in favor.

A **MOTION** to authorize borough manager to sign winter service agreement was made by Wolf and seconded by Baylor. All in favor.

ARP bank account

A MOTION to close the ARP account at Fulton Bank and use funds towards police was made by Wolf and seconded by Agen. All in favor.

Organizational Chart- Organizational chart was presented to council, defining the chain in command.

A MOTION to accept the organizational chart as presented was made by Agen and seconded by Lipscomb. All in favor.

Trash Billing- A long discussion was held on this, and it was determined to have a workshop session in February 2025 designated just on the trash billing and service collection of trash.

Part-time Administrative Assistant- Borough Manager commented on the need for a part-time administrative assistant to be considered in the 2025 budget.

Bridge Project- what to do with road portion that approaches the bridge- discussion was held on not putting a cul-de-sac there and leaving it either parking or a grass area.

PENNDOT train station- what type of signal for N. Culvert under the bridge- Discussion was held on this, Borough Council would like a lighted sign but would not want to pay for it and it was decided that the solicitor should talk to PENNDOT about this.

CDL driver for Halloween parade- Solicitor to get back to council on this after talking to insurance company.

Christmas Tree Farm-Ordinance Amendment- This was tabled to the next meeting.

Council Comments:

Agen commented that the Halloween lights on 6th Avenue looked great and that everyone should check them out.

Adjournment:

A MOTION to adjourn was made by Baylor and seconded by Agen. All in favor. Motion passed. Meeting adjourned at 10:28PM.

Respectfully Submitted,

Rochelle Gresh
Borough Manager/Secretary

2024 Work Session Schedule - November 7, 2024, and December 5, 2024