

PARKESBURG BOROUGH COUNCIL

MINUTES OF THE WORK SESSION

Thursday, September 12, 2024

7:00 p.m.

The meeting was called to Order by Council President Todd Brade at 7p.m. An executive session was held Friday, September 6, 2024, from 7PM to 7:45PM personnel was discussed.

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 Nick Ohar and Council Member Mark Agen. Also present were Chief of Police Ryan Murtagh, Borough Solicitor John Carnes, and Borough Manager Rochelle Gresh. Mayor John Hagan was absent.

APPROVAL OF THE AGENDA:

A MOTION to Approve the Agenda with the correction of adding Mark Agen to HR task force was made by Lipscomb and seconded by Agen. All in favor.

APPROVAL OF MINUTES:

A MOTION to approve the minutes of the August 1, 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 was made by Lipscomb and seconded by Wolf. All in favor.

COMMITTEE REPORTS:

Public Works Report – Manager presented the report in the absence of Todd Witmer. Chainsaw purchase and snowplow blades were tabled until we get quotes from other agencies. Lipscomb mentioned that a tree fell from the borough property and is on church property. The manager stated that the interim manager and public works supervisor checked it out and stated that the tree was not a borough tree. Council suggested that the new manager check it out and meet with Pastor.

HR Task Force -

A MOTION to retroactively terminate employment of person employed as Borough Secretary and Borough Treasurer effective September 6, 2024, made by Lipscomb and seconded by Wolf. All Ayes. Prior to the vote the Solicitor commented on the minor change in resolution that the HR Task force was taken out and replaced by Borough Manager as the decision maker.

A MOTION to authorize borough manager to sign contract with Robert Half Agency at billing rate not to exceed \$37.00 an hour for a temporary administrative assistant with no benefits made by Baylor and seconded by Agen. There was discussion held on new hire prior to the vote. All Ayes.

A MOTION to set up any and all new credit card accounts through banks or companies for Borough Manager, Chief of Police and Public Works Supervisor and cancel all current accounts made by Lipscomb and seconded by Baylor. All Ayes.

Police- Civil Service test was completed. Police department is still working on their budget. Another municipality is reaching out to us to discuss contracted services. If the police department picks up another municipality for contracted services, we will need to hire more police officers. The solicitor explained the organizational structure of the borough.

Parks & Recreation- Brade mentioned that the Haunt is delayed until next year, they are focusing on the scarecrow contest. Lipscomb mentioned the total amount of pounds of vegetables given to the community so far from North Park Garden and that they are in the second year of this program. Polar Express will be on the same day as Christmas on Main. Lipscomb also commented that the kids will be representing the borough in the Halloween Parade as “Wicked Clowns and Evil Dolls”.

Community and Business – Baylor mentioned that the library has a new director.

Fire and EMS – Lipscomb attended the “EMS in crisis” presentation held at the public safety building. To help EMS we need to encourage people to subscribe to their membership drive and municipalities should consider an EMS tax to support them financially to ensure services to their community.

Budget & Finance – Agen commented that we are waiting for the completion of the 2023 audit. 2025 budget process is beginning. The police department has completed their 2025 budget.

Economic Development and COG – Lipscomb gave an update on COG and there is a shredding event October 5th in Coatesville. Trash consortium they have decided not to do. There is a planning and zoning land use law presentation later this month at the training center.

Streets and Property – Ohar discussed the various estimates on the garage. The cost to upgrade the electrical is \$7,500.00 and is a necessity. Discussion was held to get more quotes on electric. They are holding off into putting in mini split until we decide which direction we are going. The current garage is structurally sound, but the roof may need replacement. Ohar commented that the books need to be balanced first and is tabling any spending on this project until next year.

Historic Commission – Lipscomb gave an update on the historic commission.

Resolutions

A MOTION to approve resolution to remove the prior Open Records Officer and to appoint Rochelle Gresh as Open Records Officer made by Lipscomb and seconded by Agen. All Ayes.

A MOTION to approve resolution to appoint Rochelle Gresh as Borough Secretary/Treasurer made by Agen. Seconded by Ohar. All Ayes.

Old Business:

Procedures for Conditional Use (Zoning)- Discussion was held on this and solicitor to draft a resolution for consideration.

Update and possible action regarding grant application for 1st Ave. They have all the information they need at this time.

New Business:

Discussion of Resolution regarding anonymous right-to-know-request. Discussion was held on this on the requestor establishing their identity and solicitor to prepare a resolution for our next meeting.

Lion's Club Halloween Parade – October 26, 2024- Tabled till next week.

Solicitor Update on Franchise Agreements- Solicitor explained the franchise agreements. Discussion was held on possibly getting an electronic billboard.

Minimum Municipal Obligation MMO – The MMO was discussed.

A MOTION Baylor made a motion to utilize line item #10 and to make monthly pension payments towards the pension in 2025 for the uniform and non-uniform pensions. Seconded by Lipscomb. All Ayes.

Council Comments:

Lipscomb commented that Vivian who works at the post office today was her last day.

Adjournment:

A MOTION to adjourn was made by Lipscomb and seconded by Baylor. All in favor. Motion passed. Meeting adjourned at 9:03PM.

Respectfully Submitted,

Rochelle Gresh
Borough Manager

2024 Work Session Schedule
(1st Thursday of each month)

October 3, 2024, November 7, 2024 and December 5, 2024