

**PARKESBURG BOROUGH COUNCIL**  
MINUTES OF THE REGULAR MEETING  
Thursday, September 18, 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 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 Mark Agen and Council Member Margaretta “Rhett” Lipscomb were absent.

An executive session was held this evening from 6:30-7:07p.m. for personnel. No decisions were made.

Council Member Nick Ohar requested a moment of silence in recognition of the three detectives killed in York County.

**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 August 21, 2025, Regular Council Meeting was made by Baylor and seconded by Mellema. All in favor.

**PRESENTATIONS:**

**Swearing in Detective Guy Bruchstein** – Mayor Hagan began the ceremony by mentioning the deaths of the three detectives killed yesterday who made the ultimate sacrifice while serving their community. Mayor Hagan emphasized the emotional impact and long-term effect this profession endures daily. Mayor Hagan thanked the police officers who serve and protect the residents in Parkesburg Borough, Highland Township, and Atglen Borough. A ceremony was held to induct Detective Guy Bruchstein as a part-time police officer for the Parkesburg Borough Police Department. Police Chief Murtagh stated he was proud of his officers for their tireless efforts and dedication to ensuring public safety. Council Member Baylor asked about an anonymous tip line for residents. Police Chief Murtagh reported there is a Crime Watch page and a place to submit a tip on the Parkesburg Police Department website with the option to remain anonymous.

**PUBLIC COMMENT (AGENDA ITEMS ONLY):** None

## **DEPARTMENT REPORTS:**

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

**Police Chief Report**- Written report was submitted to council. Vice President Wolf read a letter written by Cristi Hahn, Borough Manager for Atglen, thanking the Parkesburg Borough Police Department for their assistance with Community Day. Chief Murtagh informed council members of two medical leaves that potentially could be extended. Chief Murtagh reported the police department would like to begin the process for Sergeant exam testing and the written exam will take place in November.

**A MOTION** to move forward with the implementation by the Civil Service Commission with the sergeant exam was made by Mellema and seconded by Baylor. All in favor.

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

**Fire Chief Report** – A written report was submitted to council. Chief Marks informed council members Chief Engineer Myers retired after 43 years of active service. He was sent off with many thanks and praised by KVFD and the community. Chief Marks stated there is only one functioning ambulance currently and Oxford has graciously loaned an ambulance to help. A new ambulance has been purchased and will be coming in December.

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

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

**Mayor's Report** - Mayor Hagan mentioned the letter written by Cristi Hahn, Borough Manager for Atglen, and thanked the police department for assisting with Community Day.

**Borough Solicitor's Report**- Borough Solicitor Carnes informed council members that he prepared a Resolution to sell at public auction 211 Main Street, 321 Front Street, and 323 Front Street subject to reserve values with auction to be held on November 6, 2025, prior to the scheduled Borough Council meeting.

**Treasurer's Report** – A written report was submitted to council.

August 2025: General Fund - \$301,889.90      PLGIT - \$436,295.73

**Manager's Report** – A written report was submitted to council.

## **BUSINESS ITEMS** –

**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 August 2025 in the amount of \$1,078,370.89 was made by Baylor and seconded by Mellema. All in favor.

**A MOTION** to accept the resignation of Borough Manager, Rochelle Gresh, with regrets was made by Ohar and seconded by Mellema. All in favor.

**A MOTION** to have the HR Committee hire a consulting service to search for a new borough manager using the same contract and rate if deemed necessary and not to exceed \$15,000 for advertising was made by Mellema and seconded by Baylor. All in favor.

**A MOTION** to give the HR Committee authority to post an advertisement to find a candidate for the Borough Manager position and the salary to be determined by the HR Committee was made by Mellema and seconded by Baylor. All in favor.

Consider a motion to hire a consulting service to serve as treasurer was tabled until the next council meeting.

**A MOTION** to approve the job description for a Public Skills Laborer was made by Mellema and seconded by Baylor. All in favor.

Consider a motion to approve the job description for the Public Works Supervisor was tabled until the next meeting.

**A MOTION** to advertise for a skilled Public Works Laborer position was made by Mellema and seconded by Baylor. All in favor.

Consider a motion to advertise ordinance with revised crime free program was tabled until the next meeting.

**A MOTION** to apply for the 2026 C3AP Non-Ag grant and pay application fee was made by Mellema and seconded by Baylor. All in favor.

**A MOTION** to approve the Comcast Franchise Ordinance was made by Baylor and seconded by Mellema. All in favor.

**A MOTION** for the President of Borough Council to sign the Comcast Franchise Agreement was made by Mellema and seconded by Ohar. All in favor.

**A MOTION** to release funds from 115 Washington Street Fire Escrow to the owner in the amount of \$30,000.00 was made by Baylor and seconded by Mellema. All in favor.

Borough Manager Gresh reported that she was unable to verify information with the property owner at 117 Washington Street.

**A MOTION** to release funds in the amount of \$20,754.12 pending all bills and obligations have been paid was made by Baylor and seconded by Mellema. All in favor.

A brief discussion was held regarding selling borough property (211 Main Street, 321 Front Street, and 323 Front Street). Borough Solicitor Carnes suggested to council members to auction the property using Steve Barr. For a fee of \$3500, Mr. Barr would be handling everything for the borough. The auction will be scheduled for 6:30pm on November 6, 2025.

**A MOTION** to approve Resolution 2025-43 auctioning borough property with Steve Barr for a fee of \$3500 was made by Baylor and seconded by Mellema. All in favor.

**A MOTION** to approve Special Event permit for the Parkesburg Lions Club Halloween Parade was made by Baylor and seconded by Mellema. All in favor.

**A MOTION** to approve Special Event permit “The Caring Cup” – Pickleball Tournament was made by Baylor and seconded by Mellema. All in favor.

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

COUNCIL COMMENTS-

Council Member Baylor asked about pickleball and if grant money for Minch Park could be used to purchase new tennis nets.

Vice President Wolf questioned Chief Murtagh about the location of a trailer on a street. Chief Murtagh reported the trailer needed to face the flow of traffic.

President Brade requested Borough Solicitor Carnes research council members being vacated from a position due to absence.

**ADJOURNMENT:**

**MOTION** to adjourn was made by Mellema and seconded by Baylor. All in favor. Motion passed. Meeting adjourned at 8:30p.m.

Respectfully Submitted,

Wanda Harner  
Borough Secretary

2025 Council Meeting Schedule:  
“3<sup>rd</sup> Thursday of each month”  
Next Meeting: October 16, 2025

