

PARKEsburg BOROUGH COUNCIL

MINUTES OF THE WORK SESSION

Thursday, September 4, 2025

7:00 p.m.

The meeting was called to Order by Council President Todd Brade at 7:09 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, and Council Member Nick Ohar. Also present was Borough Solicitor John Carnes. Council Member Mark Agen, Council Member Rhett Lipscomb, Mayor John P. Hagan, II, Chief of Police Ryan Murtagh, and Borough Manager Rochelle Gresh were absent.

An executive session was held from 6:45 -7:08 pm to discuss personnel. No decisions were made.

APPROVAL OF THE AGENDA:

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

Borough Solicitor Carnes announced to the public and amended the agenda for the RACP grant application. He also requested public comment on amending as an action item. No comment from the public.

PRESENTATIONS:

Amanda Bush from ARRO Consulting, Inc. gave a lengthy presentation regarding the PRP options. Parkesburg Borough has a Pollutant Reduction Plan (PRP) requirement for the Valley Creek-East Branch Octoraro Creek watershed. In August, Parkesburg Borough and ARRO met with the Chester County Conservation District to discuss a grant opportunity for the Octoraro Watershed. The Chester County Chesapeake Communities Action Plan (C3AP) grant aims to fund projects that reduce nutrient and sediment in local waterways. The deadline for the grant is September 26, 2025. Council members suggested having ECON apply for the grant on behalf of the borough. The two options discussed in detail involved the basin retrofit at 813 West Seventh Avenue and a street system along four roadsides.

A MOTION to move forward with the Borough Solicitor contacting the property owner to discuss purchasing and maintaining the basin with the fallback to move forward with street system was made by Baylor and seconded by Mellema. All in favor.

PUBLIC COMMENTS: None

COMMITTEE REPORTS:

Borough Services – Vice President Wolf informed council members that the police department was in the process of obtaining appraisals for vehicles being currently leased and about to expire.

Property – Committee Chair Baylor reported that the committee held a meeting to discuss selling several of the borough properties. Mellema informed council that there is a grant opportunity (Redevelopment Assistance Capital Program – RACP) to fund the new Public Works building. Cory Brought, grant writer with ECON partners, contacted the Borough allocating resources to ensure the application and supporting documentation are prepared for the September 23 deadline.

A MOTION to move forward with the grant application and have ECON apply on behalf of the borough was made by Baylor and seconded by Mellema. All in favor.

A discussion was held on borough properties. Committee Chair Baylor reported that the committee members would like to hold an auction for borough properties. In addition, there was a conversation regarding the property on First Avenue (419 West First Avenue). The committee would like to sell the property first and if unable to do so, then turn the property into a parking lot with EV charging stations. Borough Solicitor Carnes suggested having sealed bills and creating an advertisement for the properties.

A MOTION to move forward with the Borough Solicitor preparing documents to sell/auction borough properties for the appraised value with a minimum bid was made by Baylor and seconded by Ohar. Ayes - 4 Nays - 1

Parks and Recreation – A free “Spooky Upcycle Painting” Workshop is scheduled for October 8, 2025, at Westminster Place from 6-9pm. Residents bring their own painting or print to thrift into a spooktacular masterpiece.

HR- None

Budget and Finance – None

Fire and EMS – None

Community/ North Park – Councilwoman Baylor reported an event was held at North Park on September 22, 2025. Rocco and Anna’s donated pizza for the event. Residents saw the community garden and 478 pounds of food was donated to the Octorara Area Food Cupboard.

BUSINESS ITEMS:

PRP options – A discussion was held after the presentation (see above). Council members decided to move forward with the Borough Solicitor contacting the property owner to discuss purchasing and maintaining the basin. If an agreement cannot be reached, council members will move forward with implementing a street system.

Updated Comcast Franchise Agreement – Borough Solicitor Carnes informed council members that he worked with a representative for Comcast to prepare a 10-year franchise agreement with Comcast.

A MOTION to authorize advertisement for the Updated Comcast Franchise Agreement was made by Mellema and seconded by Ohar. All in favor.

Impact Church – A revised set of plans was submitted in July and a 90-day extension was approved by council members at the last meeting. Impact Church has requested a waiver from the borough SALDO requirement to permit a land development plan to construct an addition to the church at 101 and 103 First Avenue.

A MOTION to approve Resolution 2025-41 waiver request for Impact Church was made by Mellema and seconded by Baylor. All in favor.

Chapel Avenue – Borough Solicitor informed council that MJMJR has sought relief and a waiver from certain provisions of the Subdivision and Land Development Ordinance (SALDO). First, to allow for direct advancement of a final plan and second to protect three existing trees and require to plant six replacement trees.

A MOTION to approve Resolution 2025-42 waiver request for 217/219 Chapel Avenue was made by Mellema and seconded by Ohar. Ayes- 4 Nay- 1

Public Comments - None

Council Comments: None

Adjournment:

A MOTION to adjourn was made by Baylor and seconded by Mellema. All in favor. Motion passed. Meeting adjourned at 8:18pm.

Respectfully Submitted,
Wanda Harner
Borough Secretary

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

Next work session meeting: October 2, 2025