

MEETING MINUTES
PLANNING COMMISSION
BOROUGH OF PARKESBURG, PA
DECEMBER 15, 2025

PC MEMBERS PRESENT –

Todd Brade
Matthew Marran
Casey Wyatt
Josh Eastep
Dave Bashore

BOROUGH OFFICIALS –

Ray Sheller, Borough Manager
John Carnes, Jr., Esq., Borough Solicitor
Ed Van Arsdale, III, P.E., ARRO Consulting, Borough Engineer

OTHERS –

None.

Call to Order. Mr. Bashore called the meeting to order in the Caucus room at Borough Hall at 7:00 p.m.

Quorum. A quorum of members was present.

Announcements. Mr. Marran thanked Borough crews for their efforts to clear roads of snow during yesterday's storm.

Mr. Bashore announced that the Parkesburg Point Youth Center's subdivision/lot consolidation plan would be rescheduled for the January 29th PC meeting, assuming the Solicitor and Engineer advise that the plan and escrow arrangements are in order.

Approval of Minutes. Mr. Brade moved to approve the minutes of the Commission's November 20, 2025, meeting. Seconded by Ms. Wyatt, the motion passed 5-0.

Old Business.

Solicitor/Engineer Update on Meadowview and Parke Mansion Land Development Plans.

* Mr. Carnes advised that he received the Parke Mansion Homeowners Agreement. Upon his initial review, he believes most of the terms look acceptable. But he noted that no performance bond has been received yet. Construction is expected to begin in the spring. The HOA includes a reference to the County bike trail extension through the Borough.

* The mansion will be transferred to the Borough after the parking lot and stormwater management system are installed on an expedited basis.

* The developer has agreed that the project's builder, Four Star, will pay the Borough \$128,000 upon the signing of the documents/closing on the project; additional payments of \$80,000 will be made by

12/31/26 & \$123,000 by 12/31/27. Horton wants the agreement to be finalized by Council's meeting this Thursday 12/18.

* Mr. Van Arsdale advised that the escrow agreement has been finalized but needs to be paid.

Training for Planning Commission Members.

* Ms. Wyatt reported that a Malvern Borough official advised her that it requires its Planning Commission members to receive certification.

* Mr. Bashore reported that a representative of the PA Dept. of Community and Economic Development advised him that there is no state requirement for such certification, but local governing bodies may require it at their discretion.

* PC members were advised to contact Borough Manager Sheller if they were interested in attending any Chester County PC-sponsored training.

New Business.

2026 Meeting Dates.

* Mr. Brade moved to approve and post on the Borough website the attached 2026 PC meeting dates (January through October meetings will be held on the last Thursday of the month).

* November's meeting will be held the Tuesday before Thanksgiving (11/24) and December's meeting will be held the Tuesday after Christmas (12/29). Seconded by Mr. Eastep, the motion passed 5-0.

Expiring Terms. Mr. Bashore announced that the 4-year terms of PC members Brade and Marran were expiring on 12/31/25. They both indicated interest in being reappointed to another term.

Adjourn. There being no further business, Mr. Brade moved to adjourn the meeting. The motion was seconded by Mr. Marran and passed 5-0. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

/s/

Dave Bashore, Chair

(NOTE: *These minutes were approved 5-0 by the Planning Commission on 1/29/2026.***)**