

PARKESBURG BOROUGH COUNCIL
Minutes of the Regular Meeting
Monday, April 20th, 2020 – 7:00 p.m.

The meeting was called to order at 7:00 PM by President Sharon Wolf and President Wolf led the Pledge of Allegiance.

A roll call of Council members was completed with the following in attendance: Sharon Wolf, Todd Brade, Mark Agen, Lyle Gillespie, Rhett Lipscomb, David Mellema, and Joshua Mellinger. Also present were Borough Manager Neil D. Vaughn, and Mayor John Hagan.

There was one citizen in attendance.

APPROVAL OF AGENDA:

A motion to approve an abbreviated agenda due to COVID-19 precautions was made by Todd Brade and seconded by Joshua Mellinger. The motion passed 7-0.

APPROVAL OF MINUTES:

A motion to approve the minutes of the March 16th, 2020 Regular Council Meeting was made by David Mellema and seconded by Rhett Lipscomb. The motion passed 7-0.

TREASURER’S REPORT:

A motion to approve the March 2020 Treasurer’s Report was made by Mark Agen with a second by Rhett Lipscomb. The motion passed 7-0.

APPROVAL OF BILLS:

A motion to approve the list of bills submitted was made by Todd Brade and seconded by Mark Agen. The motion passed 7-0.

PUBLIC COMMENTS (Agenda Items Only):

None.

PUBLIC SAFETY REPORTS:

Police Chief’s Report..... Chief Brian Sheller
A complete copy of the Police Chief’s Report is on file in the Borough Hall.

Fire Chief’s Report.....Robert Cazillo
No Report.

COVID-19 Update.....Manager Neil D. Vaughn
An update was given by Borough Manager Vaughn on the continued measures the Borough is taking due to the COVID-19 pandemic.

NEW BUSINESS:

- A motion to waive late fees for the first quarter 2020 trash bills due to the COVID-19 pandemic was made by Todd Brade with a second by Joshua Mellinger. The motion passed 7-0.
- A motion to approve Resolution No. 2020-06 – a Resolution of the Mayor and Borough Council to extend the Disaster Declaration for the COVID-19 pandemic until officially terminated was made by Joshua Mellinger with a second by David Mellema. The motion passed 7-0.
- A motion to adopt Ordinance No. 544 – an Ordinance replacing and repealing Ordinance No. 235 and establishing the Borough Planning Commission as a five (5) member board with four-year terms was made by Rhett Lipscomb with a second by David Mellema. A roll call vote was held with the following results:
 - Sharon Wolf – Yes
 - Todd Brade – Yes
 - Mark Agen – Yes
 - Lyle Gillespie – Yes
 - Rhett Lipscomb – Yes
 - David Mellema – Yes
 - Joshua Mellinger – Yes

The motion passed 7-0.

- A motion to approve resolution #2020-07 – a Resolution appointing two regular members to the Planning Commission (Jennifer Mayo & Matthew Marran) and appointing one alternate member (Joe Fisher) was made by Joshua Mellinger with a second By Rhett Lipscomb. The motion passed 7-0.
 - Voting for the appointments were as follows:
 - A motion to appoint Joe Fisher was made by David Mellema with a second by Rhett Lipscomb. Voting yes were Sharon Wolf, Mark Agen, David Mellema, and Rhett Lipscomb. Voting no were Lyle Gillespie, Joshua Mellinger, and Todd Brade. Vote was 4-3.
 - A motion to appoint Matthew Marran was made by Todd Brade with a second by David Mellema. Voting yes were Sharon Wolf, Mark Agen, Lyle Gillespie, and David Mellema. Voting no were Rhett Lipscomb, Todd Brade, and Joshua Mellinger. Vote was 4-3.
 - A motion to appoint Jennifer Mayo was made by Rhett Lipscomb with a second by Joshua Mellinger. Voting yes were Todd Brade, Make Agen, Lyle Gillespie, Rhett Lipscomb, and Joshua Mellinger. Voting no were Sharon Wolf and David Mellema. Vote was 5-2.

Jennifer Mayo was voted to fill one of the regular seats on the Planning Commission. Due to the tie between Joe Fisher and Matthew Marran, an additional vote was held; the results were:

- Joe Fisher – Sharon Wolf and Todd Brade voted yes for appointment to the open regular position. Mark Agen, Lyle Gillespie, Rhett Lipscomb, David Mellema, and Joshua Mellinger voted no.
- Matt Marran – Mark Agen, Lyle Gillespie, Rhett Lipscomb, David Mellema, and Joshua Mellinger voted yes to the open regular position. Sharon Wolf and Todd Brade voted no.

Matthew Marran was voted to fill the second regular position on the Planning Commission with a vote of 5-2. Joe Fisher was appointed as the alternate to the Planning Commission.

- A motion to approve the 30% design plans for the Parkesburg Train Station upgrades was made by Mark Agen with a second by Rhett Lipscomb. These plans were presented to Council electronically via Manager Vaughn, who met with PennDOT on the plans. The motion passed 7-0.

DEPARTMENT REPORTS:

No verbal reports were given. All reports can be found on file with the Borough Administration.

COMMITTEE REPORTS:

No reports were given due to COVID-19 precautions.

PUBLIC COMMENTS:

None.

COUNCIL/MAYOR COMMENTS:

- Sharon Wolf requested that the Borough send a letter to ARRO Consulting welcoming their new CEO.
- Joshua Mellinger stated that some of the markings indicating the park closures had fallen due to weather. Manager Vaughn will address this.
- Manager Vaughn reported that Act 15 of 2020 had passed the day of this meeting. This gives Municipalities the ability to hold virtual meetings due to the COVID-19 pandemic. It was agreed that all future meetings will be held via Zoom until a time determined by Council.
- The latest COVID-19 data for the Borough was presented and briefly discussed.

ADJOURNMENT:

A motion to adjourn was made by Todd Brade and seconded by Joshua Mellinger. The motion passed 7-0 and the meeting was adjourned at 7:36 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Neil D. Vaughn". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Neil D. Vaughn
Acting Borough Secretary

Approved 05/18/2020