

**PARKESBURG BOROUGH COUNCIL**  
**Minutes of the Regular Meeting**  
**Monday, May 18, 2020 via Zoom**

The meeting was called to order at 7:00 p.m. by President Sharon Wolf

The Pledge of Allegiance to the Flag by all present.

Council members present were: Sharon Wolf ,Todd Brade, Lyle Gillespie, David Mellema, Joshua Mellinger, and Mark Agen. Also present were Mayor John Hagan, Borough Secretary Wendy Keegan, Police Chief Brian Sheller and Solicitor John Carnes. Council Member Rhett Lipscomb was absent.

**APPROVAL OF AGENDA:**

With the adding of a motion for Public Works summer help, a motion to approve the Agenda was made by Todd Brade and seconded by Mark Agen. All in favor.

**APPROVAL OF MINUTES:**

A motion to approve the minutes of the April 20, 2020 Regular Council Meeting was made by Joshua Mellinger and seconded by Mark Agen. All in favor.

**TREASURER’S REPORT—Wendy A. Keegan**

A motion to accept the Treasurer’s Report with a revision to the date was made by Mark Agen and seconded by Todd Brade. All in favor. A complete copy of the May 18, 2020 Treasurer’s Report is on file in the Borough Hall.

**APPROVAL OF BILLS:** A motion to approve the bills submitted was made by Todd Brade and seconded by David Mellema. All in favor.

**PUBLIC COMMENTS:**

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. . . . . Neil D. Vaughn  
Supplies for the office have been received. A complete copy of the COVID-19 Update is on file in the Borough Hall.

**NEW BUSINESS:**

- A motion to approve Resolution #2020-08. A Resolution of Council forgiving late fees and penalties for real estate tax payments paid on or before December 31st, 2020 was made by Mark Agen and seconded by Todd Brade. All in favor.
- A motion to approve Resolution #2020-09. A Resolution of Council to enter into a master lease purchase agreement with Fulton Bank, N.A. to purchase a 2019 Ford F-550 was made by Joshua Mellinger and seconded by Todd Brade. All in favor
- A motion to approve Resolution #2020-10. A Resolution of Council to appoint Neil D. Vaughn as the Borough Secretary effective June 8th, 2020 was made by Todd Brade and seconded by Joshua Mellinger. All in favor.
- A motion to approve Resolution #2020-11. A Resolution of Council to appoint Rebecca Durnall as the Assistant Borough Secretary effective June 8th, 2020 was made by Todd Brade and seconded by Mark Agen. All in favor.
- A motion to approve Resolution #2020-12. A Resolution of Council to appoint Peter Barsz of Barsz Gowie Amon Fultz Certified Public Accountants as Treasurer effective June 8th, 2020 was made by Todd Brade and seconded by Mark Agen. All in favor.
- A motion to appoint/promote Rebecca Durnall as full-time Office Administrator effective June 8th, 2020 for a salary of \$22.50 per hour or \$46,000 per annum was made by Todd Brade and seconded by Mark Agen. All in favor.
- A motion to appoint Rebecca Durnall as the Borough's Open Records Officer and Neil D. Vaughn as Assistant Open Records Officer effective May 19th, 2020 was made by Joshua Mellinger and seconded by Todd Brade. All in favor
- A motion to close the Administrative Office for the rescheduled Primary Election Day on June 2nd, 2020 was made by Todd Brade and seconded by Joshua Mellinger . All in favor.
- A motion to hire Benjamin Mellema as part-time summer help for the Public Works Department at \$15.00 per hour for 20 hours per week was made by Todd Brade and seconded by Joshua Mellinger. David Mellema recused himself from the vote. All other members in favor.

**UNFINISHED BUSINESS:**

None

**DEPARTMENT REPORTS:**

**Engineer's Report—ARRO Consulting**

A complete copy of the Engineer's Report is on file in the Borough Hall.

**Zoning Officer's Report—ARRO Consulting**

A complete copy of the Zoning Officer's Report is on file in the Borough Hall.

**Code Enforcement Officer's Report—Joseph Reali**

No report.

**Manager's Report—Neil D. Vaughn**

A complete copy of the Manager's Report is on file in the Borough Hall.

**Public Works Report—Theodore Toaltoan**

A complete copy of the Public Works Report is on file in the Borough Hall.

**Fire Marshal's Report—Raymond Stackhouse**

No report

**Mayor's Report—John P. Hagan, II**

On Memorial Day the Borough's Church bells all rang at 7:00 p.m.

**Solicitor's Report—John S. Carnes, Jr.**

A complete copy of the Solicitor's Report is on file in the Borough Hall.

**COMMITTEE REPORTS:**

**Revitalization — Rhett Lipscomb**

No report

**Budget & Finance — Mark Agen**

Looking forward to working with the new Treasurer

**Fire & EMS — Joshua Mellinger**

Meeting May 19<sup>th</sup>; purchased ambulance without Board approval; fire trucks did a drive-by in the Borough for birthdays and weddings

**Community Life, Business Activity and Parks & Recreation — Todd Brade**

Final Fridays cancelled until further notice; created drop boxes for book, games and puzzles in Gazebo at Borough Hall for residents to take and/or leave; 3 children's bikes were donated to the Point; North Side Garden on hold; Baptist Church food give-away was vandalized

**Property — David Mellema**

Waiting for bid plans for Public Works building

**Projects — Lyle Gillespie**

No report

**Police — Sharon Wolf**

Has been meeting on Fridays with Chief Sheller and Neil Vaughn for COVID-19 updates

**PUBLIC COMMENTS:**

None

**COUNCIL/MAYOR COMMENTS:**

None

**ADJOURNMENT:**

A motion to adjourn was made by Joshua Mellinger and seconded by Todd Brade. All in favor.

Respectfully submitted,

Wendy A. Keegan  
Borough Secretary