

**PARKESBURG BOROUGH COUNCIL**  
**MINUTES OF THE REGULAR MEETING**

Monday, August 17, 2020  
7:00 PM VIA ZOOM

The meeting was called to order at 7:01 PM by President Sharon Wolf.

The Pledge of Allegiance was recited by all present.

Roll call was held, and Council members present were: President Sharon Wolf, Vice-President Todd Brade, Council Member Mark Agen, Council Member Lyle Gillespie, Council Member Rhett Lipscomb, Council Member David Mellema and Council Member Josh Mellinger.

Staff and consultants in attendance were Mayor John Hagan, Borough Manager/Secretary Neil D. Vaughn, Police Chief Brian Sheller, Solicitor John Carnes, Code Enforcement Officer/Assistant Zoning Officer Joseph Reali, Assistant Secretary Rebecca Durnall, and Treasurer Peter Barsz.

There were two members of the public present.

**APPROVAL OF AGENDA**

A motion to approve the agenda was made by Todd Brade and seconded by Mark Agen. With there being no comments, the motion was passed 7-0.

**APPROVAL OF MINUTES**

A motion to approve the minutes of the July 20<sup>th</sup>, 2020 Regular Council Meeting was made by Mark Agen and seconded by Rhett Lipscomb. The motion was approved 7-0.

**TREASURER'S REPORT**

The Treasurer's report was presented by Treasurer Barsz. Mr. Barsz reported that the format changes for the Treasurer's report was still being worked on. A motion to accept the Treasurer's report was made by Rhett Lipscomb and seconded by Mark Agen. With there being no comments, the motion was passed 7-0.

**APPROVAL OF BILLS**

A motion to approve the bills submitted was made by Todd Brade and seconded by Mark Agen. With there being no comments, the motion was passed 7-0.

**PUBLIC SAFETY REPORTS**

Police Chief’s Report.....Chief Brian Sheller  
Chief Sheller reported that the investigation into the 4<sup>th</sup> of July fireworks was almost wrapped up. A complete copy of the Police Chief’s Report is on file in the Borough Hall.

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

COVID-19 Update.....Manager Neil D. Vaughn  
Manager Vaughn reported that all events in which require Borough interaction (Parades, Final Friday, Community Day, etc.) have been cancelled for the remainder of the year. Will be monitoring additional guidance set forth from the County and State.

**PRESENTATIONS**

Kurtis Miller from Representative Houlahan’s Office spoke of the constituent services that are provided by Rep. Houlahan’s Office and the progress that she has made since coming into office. Manager Vaughn discussed the issues the Borough is having with Amtrak in regards to the train station; Mr. Miller stated he would have their transportation specialist contact Mr. Vaughn. Mayor Hagan reminded Mr. Miller that contact from the Representative is appreciated, not just during election time. Council President reiterated the importance for public health initiatives and that the Borough has space available for a satellite office if needed.

**SUBDIVISIONS/PLANNING COMMISSION**

Parkesburg Shopping Center: A motion was made by Rhett Lipscomb with a second by Todd Brade to accept the extension request to the September 21<sup>st</sup>, 2020 Council Meeting for final plan approval of the Parkesburg Shopping Center Plan. With there being no comments, the motion was passed 7-0.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

A motion to sell the 1998 Kubota Tractor via Municibid was made by Todd Brade and seconded by Josh Mellinger. With there being no comments, the motion passed 7-0.

A motion to approve changes to the Civil Service Handbook was made by Rhett Lipscomb and seconded by Josh Mellinger. With there being no comments, the motion passed 7-0.

A motion to approve the 2021 Minimum Obligations (MMO) for the uniformed and non-uniformed pensions was made by Mark Agen and seconded by Rhett Lipscomb. With there being no comments, the motion passed 7-0.

A motion to authorize the submission of the Comprehensive Plan Update for Act 247 Review was made by Todd Brade and seconded by Rhett Lipscomb. With there being no comments, the motion passed 7-0.

A motion to bid the first phase of the Public Works Building project was made by David Mellema and seconded by Mark Agen. With there being no comments, the motion passed 7-0.

A motion to consider Resolution #2020-17 regarding the employment agreement with the Borough Manager was made by David Mellema and seconded by Rhett Lipscomb. President Wolf and Council Member Mark Agen will sign along with Borough Manager. With there being no comments, the motion passed 7-0.

A motion to support the Minch Park improvements and waive all permit fees as presented by the Southeastern Pennsylvania Travel Baseball Association was made by Todd Brade with a second by Joshua Mellinger. With there being no comments, the motion passed 7-0.

## **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 – Neil D. Vaughn

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

Building Code Officials Report – Neil D. Vaughn

A complete copy of the Building Code Official's Report is on file in the Borough Hall.

Code Enforcement Officer's Report – Joseph Reali

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

Managers Report – Neil D. Vaughn

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

Public Works Report – Theodore Toalton

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

Fire Marshal Report – Raymond Stackhouse

No Report

Mayor's Report – John Hagan, II  
No Report.

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

## **COMMITTEE REPORTS**

Revitalization - Rhett Lipscomb

Ms. Lipscomb reported that the virtual open house on the final Comprehensive Plan draft was held on August 13<sup>th</sup>. She reported that she would like to get project ideas together to move forward with once the plan is completed.

Budget and Finance – Mark Agen

Mr. Agen reported that the Treasurer is working on updated reporting formats and that preparations are beginning for the 2021 budget process.

Fire and EMS – Joshua Mellinger

Mr. Mellinger reported that interviews have begun for the Fire District Administrator position and that the older Ambulance was out of service due to mechanical reasons with repairs in progress.

Community Life, Business Activity and Parks and Recreation – Todd Brade

Mr. Brade reported that magnets for sale at the Borough Office and before the next Parks and Rec meeting in Minch Park on August 26<sup>th</sup>. The Community Garden at Northside Park is beginning to yield produce, please visit if you have not done so.

Property – David Mellema

Mr. Mellema reported that the Bid Package for the Public Works building will be going out following Council approval this evening.

Projects – Lyle Gillespie

Mr. Gillespie reported that the creation of the bid package for private trash collection is still in the works.

Police – Sharon Wolf

Ms. Wolf reported that the July 4<sup>th</sup> fireworks complaint was still being investigated. No other information to pass along.

## **PUBLIC COMMENTS**

None

## **COUNCIL COMMENTS**

None

## **ADJORNMENT**

A motion to adjourn was made by Rhett Lipscomb and seconded by Josh Mellinger. The motion passed 7-0 and the meeting was adjourned at 8:23 PM.

Respectfully Submitted,

Rebecca Durnall  
Assistant Secretary