

# **PARKESBURG BOROUGH COUNCIL**

## **MINUTES OF THE REGULAR MEETING**

Monday, September 21, 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 (arrived at 7:08 PM), Council Member Rhett Lipscomb (arrived at 7:08 PM), Council Member David Mellema, Council Member Josh Mellinger (arrived at 7:10 PM) and Mayor John Hagan.

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

### **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 passed 4-0.

### **APPROVAL OF MINUTES**

A motion to approve the minutes of the August 17<sup>th</sup>, 2020 Regular Council Meeting was made by Todd Brade and seconded by Mark Agen. With there being no comments, the motion passed 4-0.

### **TREASURER'S REPORT**

The Treasurer's report was presented by Treasurer Barsz. Mr. Barsz also reported that changes in the data and format of future reports are still being worked on. A motion to accept the Treasurer's report was made by Mark Agen and seconded by Todd Brade. With there being no comments, the motion passed 4-0.

### **APPROVAL OF BILLS**

A motion to approve the bills submitted was made by Mark Agen and seconded by Todd Brade. With there being no comments, the motion passed 4-0.

**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 has been completed and the responsible party has been notified. 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.....Neil Vaughn  
Reported that the Borough is monitoring trends and number related to COVID-19 and will be meeting in the near future to discuss Trick-or-Treat.

**ANNOUNCEMENTS**

Manager Vaughn announced that Amtrak will be performing work on the Culvert Street Underpass. The work will begin on October 5<sup>th</sup> and will last for approximately two months. There will be daily closures road between 8:30 AM to 3:00 PM and the detour will be posted.

Mayor Hagan recommended that the Borough posts this information on the Borough’s sign and to contact Wilde’s funeral home of the work.

**SUBDIVISIONS/PLANNING COMMISSION**

Parkesburg Shopping Center: A motion was made by Joshua Mellinger with a second by Mark Agen to accept the extension request to December 21<sup>st</sup>, 2020 for final plan approval of the Parkesburg Shopping Center Plan. With there being no comments, the motion passed 7-0.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

A motion to bid the outsourcing of trash collection was made by David Mellema and seconded by Joshua Mellinger. With there being no comments, the motion passed 7-0.

A motion to enter into an agreement with the property owner of 424 Walnut Street regarding compliance with the Borough’s Stormwater Management Ordinance was made by Joshua Mellinger and seconded by Mark Agen. 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.

Council Member Lipscomb asked about bamboo, specifically at Strasburg Avenue and Chapel Avenue. Code Enforcement Officer Reali gave an update on specific enforcement efforts and possible remedies to make enforcement easier in the future.

Managers Report – Neil D. Vaughn

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

Public Works Report – Todd Witmer

A complete copy of the Public Works Report is on file in the Borough Hall. Manager Vaughn read an email correspondence from a resident commending the Public Works Department for their work.

Fire Marshall's Report – Raymond Stackhouse

No Activity.

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

Reported that the public hearing for the adoption of the updated Comprehensive Plan will be on October 19<sup>th</sup>, 2020.

Budget and Finance – Mark Agen

Reported that there is continued work ongoing with the Treasurer and preparing for the 2021 budget.

Fire and EMS – Joshua Mellinger

Reported that the search for Fire District Administrator is ongoing; that the Keystone Valley Fire Department will be donating a concession stand to be used at Minch Park; thanked Chief Cazillo for having the tanker wet down the baseball fields; and that on October 10<sup>th</sup> there will be a Main Street shopping event with scavenger hunt.

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

Reported that there was a broken piece of playground equipment at Minch Park and Public Works is working on a repair; next meeting will be September 23<sup>rd</sup>; and that the Parks & Rec Commission will be hosting a BBQ Chicken event with a beer garden and music. A discussion ensued about this event and ultimately it was decided that the event should not happen due to the COVID pandemic.

Property – David Mellema

Reported that the trash bids will be posted following the authorization to do so; and that the pre-bid meeting was held for the Public Works office building.

Projects – Lyle Gillespie

Reiterated about the trash collection bid.

Police – Sharon Wolf

Reiterated that the July 4<sup>th</sup> fireworks investigation was wrapped up.

## **PUBLIC COMMENTS**

None

## **COUNCIL COMMENTS**

Questions arose about the old Santander Bank building as well as the Sadsbury Town Center project. Manager Vaughn spoke about the status of the Santander Bank building as this will become a coffee shop modeled after a Dunkin' Donuts. He stated he would follow-up about the Sadsbury Town Center project.

## **ADJORNMENT**

A motion to adjourn was made by Mark Agen and seconded by Rhett Lipscomb. The motion passed 7-0 and the meeting was adjourned at 8:21 PM.