

# **PARKESBURG BOROUGH COUNCIL**

## **MINUTES OF THE REGULAR MEETING**

Monday, October 19, 2020

7:00 p.m. VIA ZOOM

The meeting was called to order at 7:03 p.m. 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 Rhett Lipscomb, Council Member David Mellema, and Council Member Lyle Gillespie. Josh Mellinger being a late arrival. Also present were Mayor John Hagan, Borough Secretary/Manager Neil Vaughn, Police Chief Brian Sheller, Solicitor John Carnes, Code Enforcement Officer/Assistant Zoning Officer Joseph Reali, Treasurer's Peter Bartz and Amanda Gattuso, as well as Mark Gallant, Kate Clark and Kevin Myers of the Chester County Planning Commission.

### **APPROVAL OF AGENDA**

A Motion to approve the agenda was made by Todd Brade and seconded by David Mellema. The Motion was approved 6-0. None opposed.

An Executive Session was held before the Regular Council Meeting to discuss a personnel matter.

### **APPROVAL OF MINUTES**

A Motion to approve the minutes of the September 21, 2020 Regular Council Meeting was made by Todd Brade and seconded by David Mellema. The Motion was approved 6-0. None opposed.

### **TREASURER'S REPORT**

A Motion to accept the Treasurer's report was made by Rhett Lipscomb and seconded by Mark Agen. The Motion was approved 6-0. None opposed.

A Motion to send/approve bills twice per month was made by Mark Agen and seconded by Rhett Lipscomb. The Motion was approved 6-0. None opposed.

### **APPROVAL OF BILLS**

A Motion to approve the bills submitted was made by Todd Brade and seconded by David Mellema. The Motion was approved 6-0. None opposed.

## **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.....Chief Robert Cazillo  
No Report

COVID-19 Update.....Neil Vaughn  
All events up to the end of the year are cancelled, however this may change with news from Governor Wolf.

## **ANNOUNCEMENTS**

Trick or Treat will be the normal scheduled date and time with advice to use caution posted on website.

Election Day preparations and staff work-from-home day with Public Works possibly working a shortened day. Social distancing for election Day has been posted on social media and discussion was held of polling places for North Side of Borough being The Point and South Side of Borough being Borough Hall was also posted on social media site.

Zoning Hearing Board Application for 12 Wright St. was posted properly in the local newspaper and all other requirements were met.

## **PRESENTATIONS**

Presentation by the Chester County Planning Commission and a Public Hearing for the formal adoption of the updated Parkesburg Borough Comprehensive Plan with Revitalization Plan. Motion to Open the Public Hearing was made by Sharon Wolf, seconded by Rhett Lipscomb and with no public comments on discussion, Motion to close the Public Hearing was made by Rhett Lipscomb and seconded by Josh Mellinger.

## **SUBDIVISIONS/PLANNING COMMISSION**

None

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

Motion to acknowledge the resignation of Borough Manager Neil D. Vaughn effective November 6<sup>th</sup>, 2020. Motion to acknowledge was made by Sharon Wolf and seconded by David Mellema. Motion passed with regrets 7-0. None opposed

Motion to act on Resolution #2020-18 Adopting the Borough's Updated Comprehensive Plan with Revitalization Plan. Motion made by Sharon Wolf and seconded by Rhett Lipscomb. Resolution passed 7-0. None opposed.

## **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 – Todd Witmer

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

Fire Marshall's Report – Raymond Stackhouse

No Report

Mayor's Report – John P. 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

Budget and Finance – Mark Agen

No Report . 2021 Budget near completion.

Fire and EMS – Joshua Mellinger  
No Report

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

Property – David Mellema

Projects – Lyle Gillespie  
Public Works Building on hold.

Police – Sharon Wolf  
Commented on the 4<sup>th</sup> of July fireworks resolution of investigation.

### **PUBLIC COMMENTS**

None

### **COUNCIL COMMENTS**

Mayor Hagan offers his regrets on the Resignation of Manger Vaughn.  
Mayor Hagan offers his gratitude to Todd Witmer for his new role with Public Works .

### **ADJORNMENT**

A Motion to adjourn was made by Todd Brade and seconded by Rhett Lipscomb. The Motion passed 7-0 and the meeting was adjourned at 8:26 p.m.

### **2020 Scheduled Committee Meetings (7:00 pm):**

December 7<sup>th</sup>

### **2020 Scheduled Council Meetings (7:00 pm):**

November 16<sup>th</sup>

December 21<sup>st</sup>