

BOARDS and COMMISSIONS HANDBOOK

Official Boards and Commissions of the Borough of Marcus Hook HANDBOOK

The Borough of Marcus Hook has been extremely fortunate to have concerned citizens who are willing to volunteer their time, energy and expertise to serve the community as members of our various Boards and Commissions.

Marcus Hook has approximately 53 volunteers who actively serve our municipal government in every facet of community service from planning, zoning and historic preservation issues to a Recreation and Park Board and a Shade Tree Commission, to name a few.

Marcus Hook is an involved, high-spirited community whose citizens are proud to claim their Borough as progressive, and historically and culturally unique. As citizens with a stake in the Borough's future, the members of the various Boards and Commissions take their responsibility seriously.

This handbook provides brief descriptive material on each of the citizen Boards, Commissions and Committees of the Borough. It is designed to further familiarize all on the vast scope of our Boards.

As you may know, by legislative mandate, there may be specific requirements for certain appointments. For example, factors such as geographical distribution and professional or occupational disciplines may be relevant. For questions or additional information, please call the Borough Manager's office at 610-485-1341 or contact any member of Borough Council.

Marcus Hook Boards, Commissions and Committees are listed below:

1. **Civil Service Commission**
- \$ **Environmental Advisory Council**
- \$ **Board of Health**
- \$ **Historical Commission**
- \$ **Library Board**
- \$ **Planning Commission**
- \$ **Recreation and Park Board**
- \$ **Shade Tree Commission**
- \$ **Special Events Committee**
- \$ **Vacant Property Review Committee**
- \$ **Zoning Hearing Board**

CIVIL SERVICE COMMISSION

Membership: A three member commission all of whom shall be Borough residents.

Terms of Office: Six years. Each member of the Commission before discharging the duties of his office shall take the loyalty oath as is prescribed and required by law.

Meeting Time and Place: All meetings shall be held at the call of the Chairperson or at the call of two members of the Commission. The Commission shall have the discretion to determine whether meetings shall be open to the public when not specifically regulated by law or the rules and regulations of the Commission. The Secretary of the Commission shall give each commissioner 24 hours' notice of each and every meeting of the Commission.

Department Liaison: Marcus Hook Police Department

Duties and Responsibilities: Pennsylvania Borough Code, Article XI (j).

Established by: Pennsylvania Borough Code, Article XI (j).
Code of the Borough of Marcus Hook, Chapter 10, adopted August 4, 1941.

For further information:

Chief of Police
10th & Green Streets
Marcus Hook, PA 19061
610-485-1611

ENVIRONMENTAL ADVISORY COUNCIL

Membership: Shall be composed of six members, two residents from Marcus Hook Borough, two residents from Lower Chichester Township, and two residents from Trainer Borough.

Term of Office: Council members shall serve three-year terms and appointments shall be so staggered that the terms of 1/3 of the members of the Council expire each year.

Meeting Time and Place: Meetings shall occur on the first Thursday of the month at 6:00 p.m. and rotate between the municipal buildings of Marcus Hook Borough, Lower Chichester Township and Trainer Borough.

Duties and Responsibilities: The Environmental Advisory Council is advisory to and shall coordinate its activities with the elected governing bodies and the planning commissions and other such local government agencies within the municipalities of Marcus Hook Borough, Lower Chichester Township and Trainer Borough. The EAC promotes community environmental programs and works cooperatively with private, commercial and industrial entities in the area to better understand potential environmental impacts of private sector actions and coordinate activities to minimize them.

Established by: Authorizing legislation - Pennsylvania Act 148 of 1973.
Code of the Borough of Marcus Hook, Chapter 15, adopted March 4, 1991.

For further information:

Borough Manager
Marcus Hook Borough
10th & Green Streets
Marcus Hook, PA 19061
610-485-1341

BOARD OF HEALTH

Membership: Appointed by the Borough Council and composed of five members. At least one member shall be a physician of not less than two years' experience in the practice of his profession.

Term of Office: The term of the members of the Commission shall be five years. The members of the Board shall take and subscribe to a loyalty oath as is prescribed and required by law.

Meeting Time and Place: The third Wednesday of each month at 10:00 a.m. in the Marcus Hook Municipal Building.

Department Liaison: Code Enforcement Department

Duties and Responsibilities: The Board of Health shall have the power and it shall be its duty to enforce the laws of the Commonwealth, the State Department of Health, and all ordinances of the Borough enacted to prevent the introduction and spread of infectious or contagious disease and to abate and remove nuisances prejudicial to the public health.

Established by: Pennsylvania Borough Code, Article XXXI.
Code of the Borough of Marcus Hook, Chapter 16, adopted July 2, 1990.

For further information:

Code Enforcement Officer
Marcus Hook Borough
10th & Green Streets
Marcus Hook, PA 19061
610-485-1341

HISTORICAL COMMISSION

Membership: Appointed by the Borough Council and composed of five members who shall be residents of the Borough and shall have knowledge of and interest in the preservation of historic resources.

Term of Office: The term of the members of the Commission shall be two years.

Meeting Time and Place: The second Tuesday of each month at 7:00 p.m. in the Marcus Hook Community Center.

Duties and Responsibilities: The Historical Commission shall perform those functions and duties established by Chapter 17 of the Code of the Borough of Marcus Hook, Section 17-6.

Established by: Code of the Borough of Marcus Hook, Chapter 17, adopted November 7, 2005.

For further information:

Borough Manager
Marcus Hook Borough
10th & Green Streets
Marcus Hook, PA 19061
610-485-1341

LIBRARY BOARD

Membership: Appointed by the Borough Council and composed of five members.

Term of Office: The term of the members of the Board shall be three years.

Meeting Time and Place: The second Monday of each month at 7:00 p.m. in the library.

Department Liaison: Library Department

Duties and Responsibilities: The Mary M. Campbell Marcus Hook Public Library was established to provide free public library service, as the agent of the Borough government to provide library service to the residents of the Borough.

Established by: Pennsylvania Library Code, Act of June 14, 1961.
Code of the Borough of Marcus Hook, Chapter 19, adopted February 4, 1980.

For further information:

Librarian
Mary M. Campbell Marcus Hook Public Library
10th & Green Streets
Marcus Hook, PA 19061
610-485-6519

PLANNING COMMISSION

Membership: Appointed by the Borough Council and composed of five members.

Term of Office: The term of the members of the Commission shall be four years.

Meeting Time and Place: All meetings shall be held at the call of the chairperson. Meetings are held at the Municipal Building.

Department Liaison: Code Enforcement Department

Duties and Responsibilities:

- a. Prepare the comprehensive plan for the development of the Borough as set forth in the Pennsylvania Municipalities Planning Code.
- b. Prepare and present to Council a zoning ordinance and make recommendations to Council on proposed amendments to it as set forth in the Pennsylvania Municipalities Planning Code.
- c. Review all subdivision and land development plans and submit recommendations to Council.
- d. Do such acts or make such studies as may be necessary to fulfill the duties and obligations as imposed by the Pennsylvania Municipalities Planning Code.
- e. Make recommendations to Council concerning land development policies and their implementation.
- f. Promote public interest in and understanding of the comprehensive plan and planning.
- g. Make recommendations to governmental, civic and private agencies and individuals as to the effectiveness of the proposals of such agencies and individuals.
- h. Promote environmental preservation in the Borough.
- i. Hold public hearings and may hold public hearings on matters before the Commission.

Established by: Code of the Borough of Marcus Hook, Chapter 34, adopted September 21, 1977.

For further information:

Borough Manager
Marcus Hook Borough
10th & Green Streets
Marcus Hook, PA 19061
610-485-1341

RECREATION AND PARK BOARD

Membership: The Board is composed of nine members appointed by the Borough Council.

Term of Office: The term of the members of the Commission shall be five years.

Meeting Time and Place: The fourth Thursday of each month at 7:00 p.m. in the Marcus Hook Community Center.

Department Liaison: Recreation Department

Duties and Responsibilities: The Recreation and Park Board shall advise Borough Council on the maintenance, operation and supervision of the public parks, playfields and all outdoor and indoor recreation facilities owned or controlled by the Borough.

Established by: Pennsylvania Borough Code, Article XXVII (a).
Code of the Borough of Marcus Hook, Chapter 45, adopted April 2, 1979.

For further information:

Recreation Director
Marcus Hook Borough
10th & Green Streets
Marcus Hook, PA 19061
610-485-1341

SHADE TREE COMMISSION

Membership: The Board is composed of three residents appointed by the Borough Council.

Term of Office: The term of the members of the Commission shall be three years.

Meeting Time and Place: All meetings shall be held at the call of the chairperson.

Department Liaison: Highway Department

Duties and Responsibilities: The Shade Tree Commission shall have exclusive custody and control of the shade trees in the Borough and is authorized to plant, remove, maintain and protect shade trees on the public streets and public property within the Borough.

Established by: Pennsylvania Borough Code, Article XXVII (b).
Code of the Borough of Marcus Hook, Chapter 51, adopted December 2, 1985.

For further information:

Borough Manager
Marcus Hook Borough
10th & Green Streets
Marcus Hook, PA 19061

610-485-1341

SPECIAL EVENTS COMMITTEE

Membership: The Committee is composed of five members appointed by Borough Council. The five members elect the following officers, Chairman, Vice Chairman, Chairman Pro-Tem, Secretary, and Treasurer. The Committee may solicit volunteer participation to assist in carrying out its programs and activities.

Meeting Time and Place: All meetings shall be held at the call of the Chairman. Meetings are held at the Community Center.

Department Liaison: Recreation Department

Duties and Responsibilities: Plans, schedules, organizes, and supervises Borough special events such as the annual Memorial Day Parade, Holiday Parade, and Festival of Lights.

Established by: Initial appointments made by Council on September 2, 2008.

For further information:

Chairman

Special Events Committee

Marcus Hook Borough

10th & Green Streets

Marcus Hook, PA 19061

VACANT PROPERTY REVIEW COMMITTEE

Membership: The Committee is composed of five members and must include a member of Borough Council, a representative of the Delaware County Redevelopment Authority, a representative of the Borough Planning Commission, a representative appointed by the chief executive officer of the Borough, and a representative of the Marcus Hook Community Development Corporation.

Term of Office: Two years.

Meeting Time and Place: All meetings shall be held at the call of the Chairman. Meetings are held at the Municipal Building.

Department Liaison: Administration

Duties and Responsibilities: To implement the provisions of the Pennsylvania Urban Redevelopment Law related to blighted property removal as specifically provided under Act 94 of 1978 which amended the Pennsylvania Urban Redevelopment Law of 1945.

Established by: Pennsylvania Urban Redevelopment Law, Act of May 24, 1945, P.L. 991, as amended. Code of the Borough of Marcus Hook, Chapter 57, adopted October 2, 1989.

For further information:

Borough Manager
Marcus Hook Borough
10th & Green Streets
Marcus Hook, PA 19061
610-485-1341

ZONING HEARING BOARD

Membership: The Board is composed of five residents appointed by the Borough Council.

Term of Office: The term of the members of the Commission shall be five years.

Meeting Time and Place: All meetings shall be held at the call of the chairperson. Meetings are held at the Municipal Building.

Department Liaison: Code Enforcement Department

Duties and Responsibilities:

The Zoning Hearing Board shall have exclusive jurisdiction to hear and render final adjudications in the following matters:

- a. Appeals from the Zoning Officer. The Board shall hear and decide appeals where it is alleged that the Zoning Officer has failed to follow prescribed procedures or has misinterpreted or misapplied any provisions of the Zoning Ordinance or Map.
- b. Applications for variances from the terms of the zoning ordinance.
- c. Applications for special exceptions under the zoning ordinance.
- d. Challenges to the validity of the ordinance or map.

Established by: Pennsylvania Municipalities Planning Code, Act 247 as amended, Article IX. Code of the Borough of Marcus Hook, Chapter 196, Article XXII, adopted October 3, 2005. (This Ordinance repealed former Chapter 196, Zoning, adopted 12-4-78 by Ord. No. 711, as amended).

For further information:

Zoning Officer

Marcus Hook Borough
10th & Green Streets
Marcus Hook, PA 19061
610-485-1341

Application and Appointment

How and Where to Apply

To be considered for appointment to a Board or Commission, applicants should go to the Borough's administrative office, located in the Municipal Building, 10th and Green Streets, Marcus Hook, PA and fill out an application (or download one and bring it to the Borough Secretary). The application along with your up-to-date resume (if one is available) and cover letter of interest will be forwarded to the members of Borough Council for their review and consideration.

All applicants will be contacted if interviews for the position are scheduled.

Download an [application form](#).