

May 4, 2020

The regular meeting of the Marcus Hook Borough Council was held on Monday evening May 4, 2020, 7:00 PM, via Teleconference due to the COVID-19 health crisis.

CALL TO ORDER

Josephine Laird, Council President, called the meeting to order.

ROLL CALL

Present were Councillors William Cox, Cheryl Evernham, Joseph Flynn, John Kennard, Josephine Laird, and Michael Manerchia. Also present were Mayor Gene Taylor and Borough Manager Andrew Weldon.

APPROVAL OF MINUTES

Motion by W. Cox second by M. Manerchia to dispense with the reading of the minutes of the last meeting and that they stand as written. All in favor.

APPROVAL OF RECEIPT VOUCHER

Manager advised that the receipt voucher for the month of April totaled \$192,174.77. Motion by W. Cox second by C. Evernham to receive and deposit. All in favor.

GENERAL GOVERNMENT

Manager noted that Councilors William Cox and Joseph Flynn are being recognized for the Cecil K. Leberknight award from the Pennsylvania State Association of Boroughs, which is for their 10 years of public service to the Borough of Marcus Hook. Typically these awards are presented at the PSAB's Annual Conference and Exhibition in early June, but due to the COVID-19 pandemic this was postponed and awards will be presented at the 2020 Fall Leadership Conference in October, 2020. Motion by W. Cox second by M. Manerchia to record and file. All in favor.

Manager noted that the Borough has cancelled its maintenance contract with Otis Elevators for the elevator at the Marcus Hook Community Center and entered into a basic maintenance contract with Low-Rise Elevator Co., Inc. out of Lima, PA to service this unit. On a quarterly basis, Low-Rise will come out and perform basic maintenance on this elevator at a cost of \$200 per visit, or \$800 annually. Motion by C. Evernham second by J. Flynn to ratify the basic maintenance contract with Low Rise Elevator. All in favor.

Manager presented for approval a Fire Alarm Test and Inspection Agreement with Siemens. This agreement is for a term of 3 years at \$1,072.00 for the first year and \$1,171 for years two and three to perform the required annual test of the fire alarm system using the locally adopted NFPA 72 edition's recommended methods as guidelines at the new Municipal Building and Highway Garage at 1111 Market Street. Motion by M. Manerchia second by J. Flynn to approve the Fire Alarm Test and Inspection Agreement for 1111 Market Street with Siemens which takes effect in May, 2020. All in favor.

Manager noted that the Borough received a cessation of FSA notification from Honeywell International, LLC. Honeywell has closed the Marcus Hook site and production of FSA has ceased effective March 13, 2020. Motion by W. Cox second by J. Flynn to receive and file. All in favor.

Manager presented for approval, an extension of the face-value collection period for municipal property taxes from May 31, 2020 to September 30, 2020. This extension would allow for property owners in the Borough to pay their municipal taxes at the face value until September 30, 2020. At the April 6th, 2020 Council Meeting, Borough Council ratified the extension of the discount period for property tax collection from March 31, 2020 to April 30, 2020. All other municipal tax deadlines remain unchanged. Motion by M. Manerchia second by C. Evernham to approve an extension of the face-value collection period for municipal property taxes from May 31, 2020 to September 30, 2020. All in favor.

Manager presented a new policy for Borough Council's approval around filing, requesting or receiving grants and contributions. This policy sets certain guidelines and parameters that must be followed as well as an application that needs to be completed before the Borough, or any Borough board or commission, applies for or requests a grant or contribution and finally a sample resolution to document Borough Council's approval of a grant or contribution request. Below is the full text from the policy:

I. Request/Issue Needing Council Action

To insure Borough Council is aware, supports and approves of any application or filing for grants and/or contributions from county, state or federal agencies and requesting or receiving contributions from individuals, organizations, foundations and businesses.

II. Background Information

There have been at times situations where staff members or board/commission members have applied for grants without the knowledge and/or approval from the entire Borough Council. There have also been situations where staff and board/commission members have asked for contributions/donations from outside sources acting individually and not unilaterally.

III. Current Policy and/or Practice

At present the Borough has no official policy with regard to obtaining Council approval prior to applying for grants or contributions from public or private sources. It has been common practice for staff to obtain Council approval prior to applying for county, state or federal grants. Many of these programs require a Resolution adopted by the Borough Council authorizing the filing of an application for a particular grant. (NOTE: On February 4, 2019 Borough Council amended the Code of the Borough of Marcus Hook, Chapter 45 - Recreation and Park Board, Section 5, requiring that the acceptance of grants and gifts by the Recreation and Park Board be approved by Borough Council).

IV. Staff Recommendation

The Borough Council should establish a clear policy requiring all staff and boards/commissions to obtain Council approval prior to applying or requesting any public or private grants or contributions of any kind.

To obtain Council approval a request from staff or a board/commission should provide the following information on a form provided by the Borough Manager:

- Staff member name requesting Council approval to apply for a grant or contribution.*
- Board/Commission name acting unilaterally requesting Council approval to apply for a grant or solicit a contribution. This request to be accompanied by Board/Commission meeting minutes, where a quorum was present, and an affirmative vote taken to ask for Council approval to apply for a grant or solicit a contribution.*
- Information, details on program or activity to be supported by a grant and/or a contribution.*

This information will be presented to Borough Council for discussion at an Agenda Review Meeting and presented at monthly meeting of Borough Council for further discussion and a decision.

V. Operations Impact

The intent of this policy is to insure Borough Council is made aware and understands the programs and funding requests being made by staff and commission/board members. The intent is to insure the Mayor, Borough Council, and Manager are equally informed in advance of requests to be made for grants and/or contributions and fully understand the purpose for which these funds, gifts of materials, equipment, real estate, bequest, donation of services are being applied to.

Motion by J. Flynn second by J. Kennard to approve the above policy to monitor and authorize filing, requesting or receiving grants and contributions. All in favor.

PUBLIC SAFETY

Mayor Taylor presented the Police Report and related statistics for the month of April, 2020. Motion by W. Cox second by C. Evernham to receive and file the Mayor's Public Safety Report. All in favor.

PUBLIC WORKS AND HIGHWAYS

Manager informed residents that we would be cancelling our bulk trash/e-waste/shredding event scheduled for Saturday, May 16th, from 9AM – 11AM due to lingering health concerns around COVID-19. As the Borough typically hosts two of these types of events each year, we will schedule another event in the fall for our residents. Motion by W. Cox second by M. Manerchia to record and file. All in favor.

PARKS, RECREATION and SHADE TREES

Manager reported the receipt of three proposals for the Market Square Memorial Park Landscape Restoration Project: All Seasons Landscaping -\$16,535.00, Downend Landscaping - \$21,686.48, and Caramanico Landscaping - \$25,567.00. Manager requested authorization to award this project to All Seasons Landscaping for \$16,535.00 with the option of increasing the project scope so long as the total cost is under the \$21,000.00 bid threshold. Motion by J. Flynn second by M. Manerchia to award the Market Square Memorial Park Landscape Restoration Project to All Seasons Landscaping providing the total cost of the project falls below \$21,000.00 to avoid the cost of advertising for bids and to maximize grant dollars for this project. All in favor.

Manager informed residents that after careful consideration and regretfully, the Annual Memorial Day Parade that was scheduled for Saturday, May 23rd has been cancelled due to lingering health concerns around COVID-19. Manager is requesting Council's approval to plan a Veterans' Day parade in early November in place of the cancelled Memorial Day Parade. Motion by W. Cox second by J. Flynn to cancel the Annual Memorial Day Parade and approve planning of a Veterans' Day Parade in early November. All in favor.

Manager informed residents that Urban Engineers is scheduled to inspect the Marcus Hook Fishing Pier on Tuesday, May 12th at 10AM for a cost of \$3,000. Due to the condition of the pier, as referenced in the routine underwater and topside inspection of the pier in August, 2016, it was determined that cursory interim re-inspections, by a qualified engineer, must be performed: after each winter season, prior to re-opening the pier, after all significant flood events (10-year storms or greater), and anytime new damage is observed. Motion by J. Flynn second by M. Manerchia to authorize Urban Engineers to inspect the Marcus Hook Fishing Pier with the intention of opening to pier pass holders for the 2020 season. All in favor.

COUNCIL REPORTS

Councilor J. Laird reported that the MHTFD in April responded to 28 fire alarms.

Councilor C. Evernham requested that Chief Ireland look into residents running stop signs in the areas of Walnut Street as well as Dalton Street in Viscose Village. Mayor G. Taylor informed Councilor C. Evernham he would notify the Chief to have him look into this.

Councilor J. Flynn wanted to recognize and acknowledge Braskem for their efforts during the COVID-19 pandemic. Braskem stayed open and voluntarily kept crews inside their facility for 28 days in order to produce the materials required to make personal protective equipment for our first responders and health care workers.

Mayor G. Taylor wished all of the mothers a Happy Mother's Day. Mayor G. Taylor also expressed his sadness regarding the cancellation of the annual Memorial Day Parade, noting that this has been a tradition in the Borough for 50+ years. Finally, Mayor G. Taylor noted that the weather is warming up and for residents to be safe.

Manager A. Weldon reiterated Mayor G. Taylor's comments.

PUBLIC COMMENTS

No public comments.

APPROVAL OF PAYMENT OF BOROUGH BILLS

Manager advised that the payment voucher for the time period from April 7, 2020 through May 4, 2020 totaled \$160,877.34. Motion by W. Cox second by M. Manerchia to approve payment of Borough bills. All in favor.

ADJOURNMENT

Motion by W. Cox second by J. Kennard to adjourn. All in favor. Meeting was adjourned at 7:21 PM.

Andrew Weldon
Borough Secretary