

**BOROUGH OF MARCUS HOOK
REORGANIZATION OF BOROUGH COUNCIL**

On **January 5, 2026, 7:00 PM**, Borough Council will meet and organize in order to continue the daily operations of the Borough. The meeting must be held on the first Monday in January of each even-numbered year as required by Section 1001 of the Borough Code.

Sunshine Law Requirements :

Section 1001 of the Borough Code and Sunshine Law require this meeting to be duly advertised, be opened to the public, and minutes taken of all proceedings. This meeting will be advertised in the Daily Times on December 17, 2025.

Mayor Sworn In:

When a Mayor has been newly elected or reelected, he or she must first take the oath of office. The Mayor's oath can be taken by a judge or district magistrate of the county. A written copy of the oath must be filed with the Borough Secretary and maintained in the Borough records for six years. Gene Taylor has asked Sheppard Gardner, District Magistrate, to administer his oath of office.

Council Sworn In:

Newly elected and reelected Council members and Tax Collector are sworn in after the Mayor takes the oath of office. The Council and Tax Collector oath can be taken by a judge or district magistrate of the county, or by the mayor after he himself is sworn in. A written copy of the oath must be filed with the Borough Secretary and maintained in the Borough records for six years. Borough Council members Cheryl Evergham, John Johnson, Lauren Ottinger and the Tax Collector Timothy Cislo Sr. will be sworn into office by District Court Judge, Sheppard Gardner. Incoming elected officials are to present their election certificates to the Borough Secretary.

This oath of office was made official and mandatory under Act 76 of 2008:

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth and that I will discharge the duties of my office with fidelity

The Mayor Presides:

The Mayor then presides over the biennial meeting until officers are elected. The Mayor is deemed to be a member of council for the organization meeting only, if his membership is needed to make up a quorum. The Mayor only votes at the organization meeting if his vote is needed to make up a quorum for voting on the election of officers. Should the Mayor be absent, the Council members choose one from amongst themselves to preside at the meeting until officers are elected.

Election of Officers:

The Mayor, or presiding council member, accepts nominations for the office of President of Council. Nominations do not require a second and are voted in the order that the nominations are made. Voting continues until one nominee attains a majority vote. The process is repeated for Vice President. Once the President and the Vice President have been elected the Mayor vacates his chair and turns it and the gavel over to the President. There is a difference of opinion as to whether a nominee for President and Vice President may vote for themselves. *(The Borough Code is silent on this issue and The Pennsylvania State*

Association of Boroughs recommends that the municipal solicitor be contacted for an opinion, as there is no case law on this matter.)

Other Business:

Borough Council appoint one member as Chairperson Pro Tem, who will preside in the absence of the President and Vice President, but only if there is a quorum present. Additionally, this is the time to choose a registered elector of the Borough who will serve as Chairman of the Vacancy Board (in recent years Council has appointed a Chairperson Pro Tem but not a Chairperson of the Vacancy Board.)

During the meeting Council may reappoint certain Borough positions such as Solicitor, Engineer, and "other officers it deems necessary to carry out Borough business." In 2008, Council approved the continuing appointment of the Borough Solicitor and Engineer.

The President of Council may name committee memberships at this meeting. The appointments to Committees is the prerogative of the Council President.

Regular meeting:

The regular meeting of the Marcus Hook Borough Council was held on Monday evening January 5, 2026, at _____:00 PM, in Council Chambers.

CALL TO ORDER

Cheryl Evernham, Council President, called the meeting to order.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present were Councilors Cheryl Evernham, John Johnson, Joseph Flynn, Larry Killinen, Josephine Laird, Michael Manerchia, and Janette Weigand. Also present were Mayor, Gene Taylor, Borough Manager, Jacqui Guenther and Solicitor, Mark Much.

2026 APPOINTMENTS TO POSITIONS, BOARDS, COMMISSIONS

- | | |
|-------------------------------|--|
| 1. Auditor | Barbacane Thornton, LLC |
| 2. Borough Secretary | Courney Sendek |
| 3. Code Enforcement Officer | Benjamin Van Cleve |
| 4. Engineer | Charles Catania/Catania Engineering |
| 5. Highway Forman | Slayde Turner |
| 6. Manager | Jacqui Guenther |
| 7. Solicitor | Mark Much, Esquire |
| 8. Treasurer | Jacqui Guenther |
| 9. Zoning Officer | Tracey Franey/Cedarville Engineering |
| 10. Parks & Recreation Board, | Micheal Colgan - 5 year term |
| 11. Parks & Recreation Board, | Vacant |
| 12. Library Board, | Linda Cobourn- 3 year term President- awaiting response. |
| 13. Zoning Hearing Board | Bill Cox - 5 Year Term |
| 14. Civil Service | Shannon Taylor – 6 year term |
| 15. Shade Tree Commission | James Burgess- awaiting response. |
| 16. Historical Commission | Michael Manerchia- 2 year term |
| 17. Historical Commission | Virginia Hughes- 2 year term awaiting response. |
| 18. EAC- Alternate | 3 year term |
| 19. EAC- Alternate | 3 year term |

Motion by _____, seconded by _____ to make the above mentioned 2026 appointments to positions, boards and commissions for the Borough of Marcus Hook. All in favor.

APPROVAL OF MINUTES

Motion by _____, seconded by _____ 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

The manager advised that the receipt voucher for the month of December 2025 totaled \$_____. Motion by _____, seconded by _____ to receive and deposit. All in favor.

APPROVAL OF PAYMENT OF BOROUGH BILLS

The manager advised that the payment voucher for the period from December 2, 2025, through January 5, 2026, totaled \$_____. Motion by _____, seconded by _____ to approve payment of Borough bills. All in favor.

GENERAL GOVERNMENT

- The manager presented Resolution R-26-01 to join the Aston Ambulance Authority for ALS Service to the Borough. Motion by _____, seconded by _____ to approve and execute. All in favor.
- The manager presented Resolution O-26-02 for the Destruction of certain borough records in accordance with Act 428 of 1968. Authority for ALS Service to the Borough. Motion by _____, seconded by _____ to approve and execute. All in favor.
- The Borough manager stated she received a contract from Terry Smith d/b/a Show Stoppers, Unlimited in the amount of \$14,150 to engage their services for the Memorial Day Parade on Monday, May 25, 2026, and \$16,500 to engage their services for the 2026 Summer Concert Series which totals \$30,650. Motion by _____, seconded by _____ to approve and execute. All in favor.
- The Borough Manager stated that our current IT Consultant Micheal Retter is unfortunately retiring, and we have found a very compatible replacement, CompNet who we have met with and feel that they are very capable and reasonably priced. Motion by _____, seconded by _____ to approve and execute the contract with Comp Net. All in favor.
- The Borough Manager presented Tracy Franey/Cedarwood Engineering to be the 2026 Zoning Officer. Tracey will be part-time as needed and will mostly work remotely. Tracey will attend meetings in person when required. Motion by _____, seconded by _____ to approve and execute the contract with Tracy Franey/Cedarwood Engineering. All in favor.
- The Borough manager stated that the permit software has been installed and is a great tool. She asked Borough Council to approve hiring Jennifer Druding as an hourly third party consultant to help migrate all paper files into the permit manager database at the rate of \$17.00 per hour, so that all information on each property can be found easily in one place. Motion by _____, seconded by _____ to approve and execute. All in favor.
- The Borough manager stated she received a contract from Terry Smith d/b/a Show Stoppers, Unlimited in the amount of \$14,150.00 for the parade and \$16,500 for the Summer Concert Series which totals \$30,650.00 to engage

their services for the 2026 Concerts in the Park. Motion by _____, seconded by _____ to approve and execute. All in favor.

June 23/RD 24	Class of 84
June 30/RD July 1	A Salute to America 250 featuring Lenape Brass Ensemble
July 7/RD8	The Whitewalls
July 14/RD 15	Long Hard Ride
July 21/RD22	River of Dreams (Billy Joel Tribute)
July 28/RD 29	Cherry Lane
Aug.4/RD5	Fabulous Greaseband (National Night Out
Aug 11/12	Reserved for Rain Date
Aug. 18/19	Reserved for Rain Date

CODE REPORT FOR THE MONTH OF DECEMBER 2025

0	Plumbing Permits
2	Electrical Permit
2	Building Permits
4	U&O Permits
0	Rental Applications
0	Sidewalk Permit
0	Rental Inspections
12	Notices to Correct Violations
7	Fines Issued for Property Maintenance
4	Citations filed in Court
Total	\$1,493.50

_____ presented the Code Enforcement Report for the month of December 2025. Motion by _____, seconded by _____, to receive and file the Code Enforcement Report. All in favor.

ENGINEERING REPORT:

1. PY26 CDBG Application
 - Application due January 9
 - CDBG hearing for public input
 - Recommend next phase of Viscose Village project – Chestnut Street
 - Resolution required for submission of application
2. Local Share Account 2026
 - Application to be submitted for community center renovations
 - HVAC; plumbing/electrical repairs; brick repointing; windows; epoxy flooring
 - Rep Kazeem funding request form completed
3. PADOT Green Light Go Grant
 - Pre-application due January 2
 - Authorize pre-application for 10th & Market
4. PECO Green Region Grant
 - Application submitted for tree planting at Market Square Memorial Park
5. Market Sq Memorial Park/Mickey Vernon Park – Delco Greenways Phase 2
 - Work substantially completed
 - Change order request to be reviewed
6. Walnut St – 10th to Dalton Streetscape (CDBG Grant)
 - Ernel Co tentative start early 2026
7. PY25 CDBG Application
 - Walnut Street – Dalton to Pine
 - Anticipate bid in early Spring
8. COVID-19 ARPA Small Water & Sewer Grant

- \$50,634 grant for stormwater quality improvements (MS4 requirement)
 - Rain Gardens – Haebel Plaza & Williamson Field
 - Delaware Environmental Construction Services contracts for execution
9. PADEP Coastal Zone Management Grant
 - Application submitted for upgrades to riverwalk
 - CZM presentation December 3
 - Received notice that \$75,000 was awarded for pier design work (already awarded \$150,000 from DCED)
 10. 10th Street PECO Manhole
 - PADEP meeting – no progress
 - Follow-up with PADEP and DELCORA on temporary fix
 11. DCNR Community Conservation Partnership Program
 - Application submitted for Williamson Field Improvements
 12. DCED PA Small Water & Sewer Grant
 - Application submitted for Phase 1 of 4th & Market/Green St drainage improvements
 13. DCED Greenways, Trails & Recreation Program
 - Application submitted for Mickey Vernon Park
 - Not funded
 14. CED Local Share Account Grant Opportunity
 - Application submitted for the purchase of new fire truck
 - Not funded
 15. Monroe Energy
 - Project planned for bridge abutment repair in refinery
 - Need letter of floodplain consistency/floodplain permit
 16. MIPC Pipeline Project
 - Pipeline work along Marcus Hook Creek from Trainer into Monroe refinery
 - No schedule at this time
 17. Prologis
 - Replacement of dead trees – IMC subcontractor scheduled work
 18. RACP Grant
 - Working with RACP consultant to provide closeout documents

PUBLIC SAFETY

Mayor Taylor presented the Police Report and related statistics for the month of December 2025. Motion by _____, seconded by _____, to receive and file the Mayor's Public Safety Report. All in favor

FIRE MARSHALL REPORT Updates for incidents for December 2025:

_____ presented the Fire Marshal's Report for the month of November 2025. Motion by _____, seconded by _____, to receive and file the Fire Marshal's Report. All in favor.

FIRE REPORT: MARCUS HOOK TRAINER FIRE DEPARTMENT

MONTHLY REPORT - DECEMBER 2025

Larry Killinen presented the Fire Report and related statistics for the month of December 2025. Motion by _____, seconded by _____, to receive and file the Fire Report. All in favor.

LIBRARY: Mary M. Campbell Marcus Hook Public Library Monthly Report

1. The library's holiday concert, performed by the Delchordians, was a wonderful community event that brought residents together and was enjoyed by everyone in attendance.

2. The library's New Year Reading challenge runs from January 1st to February 28th. Open to all ages, participants can win prizes by completing reading activities.
3. The library offers free library cards that you can use to check out books, eBooks, magazines, museum passes, and more.
4. This month's library circulation total is 786.

The library staff wish everyone in our community a happy and healthy holiday season and a joyful New Year!

_____ presented the Library Report and related statistics for the month of December 2025. Motion by _____, seconded by _____, to receive and file the Library Report. All in favor.

HIGHWAY AND SANITATION

- The Borough manager stated that the highway department is still missing one full time position. She asked Borough Council to approve of hiring Joseph Yaunches as a full-time highway employee (He would be replacing Ben) at \$20.00 per hour. Motion by _____, seconded by _____ to approve and execute. All in favor.
- The Borough Manager stated that the highway guys did an excellent job clearing the roads during the recent ice storm. They worked around the clock. I want to thank them for a job well done.

PLANNING AND ZONING

- The Borough Manager stated that the Conditional Use Hearing that took place on December 1, 2025 @ 6:00 PM for the property located at 418 Market Street LLC/Paul Grevy to seek approval of two additional businesses, an auto repair shop and a stone fabricating shop in the R-2 district has been continued to January 5, 2026 @6:00 PM.
- Motion by _____, seconded by _____, to approve/Not Approve the conditional use of the stone fabrication business.
- Motion by _____, seconded by _____, to approve/NOT approve the conditional use of the auto repair business.

PARKS, RECREATION & SHADE TREE COMMISSION

- The manager stated that the Park & Recreation Board hosted a tree lighting ceremony at the Curt Weldon Community Center on December 5th. Hot Chocolate and cookies were served. The Highway Department did a wonderful job building and decorating the tree. A big thank you to Energy Transfer for donating the tree.
- The Borough Manager stated that the Park & Rec Christmas Lunch Event held on December 13, 2025, at the Curt Weldon Community Center from 11:30 AM to 1:00 PM on December 10th was extremely successful.

COMMUNITY AND ECONOMIC DEVELOPMENT

- The Borough Manager announced the \$75,000 grant award from the Coastal Zone for the Market Square Memorial Park Delaware River Pier Plans, Specifications & Bidding Documents. Earlier this year the DCED awarded the Borough \$200,000 for the same project. Motion by _____, seconded by _____, to receive and file. All in favor.

COUNCIL REPORTS

PUBLIC COMMENTS

ADJOURNMENT

Motion to adjourn by _____, seconded by _____. All in favor.
Meeting was adjourned at _____ PM.

Respectfully submitted,

Jacqui Guenther
Borough Manager