

March 3, 2025

The regular meeting of the Marcus Hook Borough Council was held on Tuesday evening, March 3, 2025, 7:00 PM, in Council Chambers.

**CALL TO ORDER**

Josephine Laird, 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, and Borough Manager, Jacqui Guenther.

**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 February 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 February 4, 2025, through March 3, 2025, totaled \$ \_\_\_\_\_. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve payment of Borough bills. All in favor.

**GENERAL GOVERNMENT**

The Manager stated the Borough received bids for Market Square Memorial Park and Mickey Vernon Park which came in overbid by \$90,078. Charles reviewed the bids and has proposed that we do not award the bid for Mickey Vernon Park at this time. Accordingly, the bid awards for Market Square Memorial Park should be as follows:

1. DePaul & Company for \$127,658.00.
2. Phoenix Security for the purchase and installation of surveillance system in the amount of \$9,630.00.
3. Co-Stars for the purchase of Lyons Recreation/Miracle Playground Equipment in the amount of \$52,686.15

The collective total is of these bid awards equals \$189,974.15 which is \$1,224.85 less than the grant funding of \$191,199.00. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to award and execute the bids as stated. All in favor.

The manager presented Resolution R-25-2 setting PNC Bank a Depository and naming Josephine Laird, Cheryl Evernham and Jacqui Guenther as the authorized signers for the PNC Bank Accounts. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt and execute Resolution R-25-2. All in favor.

The manager presented the Williamson Field Revitalization Plans for review and approval. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute the Williamson Field Revitalization Plans as submitted by Charles Catania, Jr. All in favor.

The manager presented Resolution R-25-3 approving the DCNR Grant Application for Williamson Field Revitalization. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt and execute Resolution R-25-3. All in favor.

The manager stated that Borough Council in conjunction with the Parks & Recreation Board would like to host an open House at the Community Center on March 10,2025 from 6:00 to 8:00 PM. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute. All in favor.

The Manager stated she received a contract from Terry Smith d/b/a Show Stoppers, Unlimited in the amount of \$19,950 to engage their services for the Memorial Day Parade on May 24, 2025. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute. All in favor.

The manager requested a motion to appoint Larry Killinen, who is a Veteran and Bruce Dorbian who worked for the Borough for over 41 years as the Grand Marshals for the Memorial Day Parade. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_. All in favor.

The Manager stated she received a contract from Terry Smith d/b/a Show Stoppers, Unlimited in the amount of \$15,800 to engage their services for the 2025 Summer Concerts. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute. All in favor.

The manager stated that the Borough is currently using the 2009 IPMC which needs to be updated and/or amended to the 2024 International Property Maintenance Code (IPMC). The manager requested approval to advertise these changes to the Borough Code for adoption at our April 7,2025 Borough Council Meeting. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute. All in favor.

The manager stated that the 2025 Road Project needs to go out for bid. The Manager stated that she provided Borough Council with the Engineer's Spreadsheet with the proposed roads and specs for the 2025 Road Project Bid as follows:

1. McClenaghan Terrace - 10<sup>th</sup> to end
2. Rennie Lane - 10<sup>th</sup> to end
3. Marshall Ave - Market to Green
4. Green Street - 10<sup>th</sup> to 12<sup>th</sup>

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the proposed 2025 Road Project and to direct the Engineer to put this out for bid. All in favor.

The manager announced that the Annual Borough Clean Up Day will take place on May 17<sup>th</sup>. The cleanup will begin in the Marcus Hook Elementary School parking lot at 10:00 AM. for anyone who wants to participate.

The manager presented Resolution R-25-4 approving the DCED Application for the PA Small Water & Sewer Grant for Phase 1 of 4th & Market/Green St drainage issues. This grant is for storm sewer projects up to \$500,000; 15% match required. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt and execute Resolution R-25-4. All in favor.

**The manager requested that Borough Council approve a Fiscal Management Borough Policy whereby any purchases over \$250 for all departments must be pre-approved by the Manager/Treasurer. No purchases will be made without prior approval. The Manager provided the proposed Fiscal Management Borough Policy for your consideration and approval. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt and execute the Fiscal Management Policy. All in favor.**

## **PUBLIC SAFETY**

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

Chief has requested authorization to apply for a Vest-A-Cop Grant to assist in providing resources to local first responders to procure body armor. The grant will fund up to 90%, the Borough would be required to pay any percentage not covered. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve and execute the Vest-A-Cop grant application. All in favor.

Chief has requested Borough Council to approve an additional \$7,1853.60 for the purchase of the 2 new police vehicles for which the police received a grant. Chief stated that between the time the grant was awarded and now the cost of the vehicles has increased by \$5,000.00 for both vehicles and the light packages for the cars went up \$2018.70. This cost along with the cost of repairing the Cameras, \$28,86.000 puts the police budget over by \$36,045.60. This year. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve and execute this expenditure. All in favor.

## **ENGINEERING REPORT:**

- Market Sq Memorial Park/Mickey Vernon Park – Delco Greenways Phase 2 Bid Tabulation – 5 bids received
  - Award Recommendation DePaul & Company \$127,658 (Market Square Memorial Park only)
  - Lyons Recreation \$52,686.15 (CoStars)
  - Phoenix Security \$9,630.00 (CoStars)
  - Grant Amount \$191,199
- 2025 Street Resurfacing Project Tentative Street list
  - Authorization to advertise bids
- DCNR Community Conservation Partnership Program Parks & Recreation Grant; 50% match required
  - Application due April 2
  - Williamson Field Improvements
  - Resolution authorizing application
- DCED PA Small Water & Sewer Grant Sanitary and storm sewer projects up to \$500,000; 15% match required
  - Application due April 30
  - Phase 1 of 4th & Market/Green St
- DCED Greenways, Trails & Recreation Program Parks & Recreation Grant up to \$250,000; 15% match required
  - Application due May 31
- Marcus Hook Hardware Demolition Final restoration issue
  - Meeting with PJG
- Community Center Bathroom flooring completed
- PY25 CDBG Application submitted for Walnut Street - Dalton to Pine; estimated cost \$282,000
  - Award announcements generally in Spring
- Walnut St – Pine to Dalton Streetscape (CDBG Grant) Preliminary Design/Topographic Survey underway

- DCED Local Share Account Grant Opportunity Application submitted for the purchase of new fire truck
  - Expected decision in Fall 2025
- Prologis Final site inspection completed. All work completed except for replacement of dead trees, set for early Spring
- RACP Grant Working with RACP consultant to provide closeout documents
- COVID-19 ARPA Small Water & Sewer Grant \$50,634 grant for stormwater quality improvements (MS4 requirement)
  - Rain Gardens – Haebel Plaza & Williamson Field

**FIRE REPORT:                    MARCUS HOOK TRAINER FIRE DEPARTMENT**

**MONTHLY REPORT**

**FEBRUARY 2025**

Larry Killinen presented the Fire Report and related statistics for the month of February 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 has received State Aid.
2. The "Read Across America" reading challenge runs from March 1st to April 15th and is open to all ages.
3. Limited copies of 1040 and 1040-SR tax instruction books are available for Marcus Hook residents.

\_\_\_\_\_ presented the Library Report for the month of February 2025. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to receive and file the Library Report. All in favor.

**HIGHWAY AND SANITATION**

**PLANNING AND ZONING**

Borough Council held a public hearing on March 3, 2025, to review an application for a Conditional Use Permit submitted by Jennifer Ortiz to operate a child day-care center at 1004-1008 Market Street. The Marcus Hook Planning Commission reviewed the application at their meeting on February 20, 2025, and recommended approval with the following conditions:

1. Compliance with §196-137. *Child day-care centers.* of the Marcus Hook Zoning Ordinance.

Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the issuance of a Conditional Use Permit to Jennifer Ortiz to operate a Child Day-Care Center at 1004-1008 Market Street conditioned on the following Conditions and Safeguards. All in favor.

**CONDITIONS:**

1. Compliance with §196-137. *Child day-care centers.* of the Marcus Hook Zoning Ordinance.

**ENVIRONMENT**

**COMMUNITY AND ECONOMIC DEVELOPMENT**

The Parks and Recreation Board would like to start a community Garden in Marcus Hook and would partner with Braskem for this project. The project would require the Borough to fill out grant paperwork and to find a suitable location for the garden. They hope to get school children involved through community service or as gardeners. Motion by \_\_\_\_\_ seconded by \_\_\_\_\_ to approve the application to Braskem for the Community Garden Project. All in favor.

**COUNCIL REPORTS**

Joe Flynn announced that the Gym is open and that the Kids who come on Monday and Wednesday nights are great kids.

Micheal Manerchia stated that the Highway Department is doing an excellent with snow and ice removal.

Micheal Manerchia stated the Department of Agriculture is spraying for Lantern Flies.

Janette Weigand stated that Open Rec Night are Monday and Wednesday nights from 6:00 to 7:40 P and that Karaoke Night is every other Monday, the next session will be on March10, 2025.

Larry Killinen stated that the Bathrooms at the Community Center look great.

The mayor suggested that Borough Council put together a steering committee to identify Borough issues that need to be addressed such as cleanup of the Monuments at the Park and plumbing issues at the Community Center to name a few.

**PUBLIC COMMENTS**

Lauren Ottinger, Parks & Recreation Board, stated that the Borough Easter Egg Hunt will take place on April 13, 2025.

**ADJOURNMENT**

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

Respectfully submitted,

Jacqui Guenther  
Borough Manager