

July 28, 2025

The regular meeting of the Marcus Hook Borough Council was held on Monday evening August 4, 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, Borough Manager, Jacqui Guenther and Solicitor, Mark Much.

**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 July 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 July 8, 2025, through August 4, 2025, totaled \$ \_\_\_\_\_. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve payment of Borough bills. All in favor.

**GENERAL GOVERNMENT**

The Borough Manager presented the CBA & the cost study, resolution R-2025-10 and Joinder Agreement, which reflect the addition of the \$500 maximum per Act 600 service increment (page 8) as noted in the cost study. The deletion of the workers' compensation offset language for the disability benefit on page 10 is also included in the joinder agreement. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt Resolution R-2025-10 and the joinder agreement, seconded by \_\_\_\_\_ to adopt and execute. All in favor.

The Borough Manager presented an insurance proposal from Selective Insurance for the coverages as outlined in the proposal. This quote is \$24,911.00 less than the 2025 rates from our current broker. The Borough Manager stated that she asked our current broker to provide us with renewal rates for 2026, and she did not receive them after repeated attempts and we must assume that the 2026 rates will be higher than the 2025 rates, so the savings could be much more. The Borough Manager stated that the Borough would be getting better coverage at a savings of almost \$25,000.

Property	\$20,074.00
Crime Fidelity	\$762.00
Inland Marine	\$29,669.00
General Liability	\$7,233.00
Abuse or Molestation	\$1,389.00
Police Professional Liability	\$13,552.00

Pennsylvania Public Law	\$11,212.00
Public Officials	\$1,812.00
Automobile	\$32,444.00
Umbrella	\$22,942.00
<b>Total Premium</b>	<b>\$141,089.00</b>

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept and execute the insurance policies with Selective in the amount of \$141,089.00. All in favor.

**CODE ENFORCEMENT OFFICER'S REPORT:**

Plumbing permits = 1  
Building Permits = 8  
Occupancy Permits = 2  
Rental License Applications = 8  
Rental Inspections = 10  
Written Violations = 66  
Paid Violations = 7  
Court in August for 3 citations  
Total \$5,424.60

\_\_\_\_\_ presented the Code Enforcement Officer Report for the month of July 2025. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to receive and file the Code Enforcement Officer's Report. All in favor.

**ENGINEERING REPORT:**

**PUBLIC SAFETY**

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

The Borough Manager reported that Chief has requested a policy change as follows: Police Policy MHPD 2.4.2 IV (G)(3) will now read "The Administrator is responsible for managing the Body-Worn-Camera videos that have been uploaded to Evidence.com. The Administrator will ensure that the uploaded videos are properly flagged and categorized in accordance with department policy. **The Administrator will also download videos and transfer them to a secure external storage media which will be turned over to the department Evidence Custodian and logged into evidence in accordance with department<sup>1</sup> Policy with respect to handling of evidence."**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute the stated changes to Police Policy MHPD 2.4.2 IV (G)(3). All in favor

**FIRE MARSHALL REPORT Updates for incidents for July 2025:**

\_\_\_\_\_ presented the Fire Marshal's Report for the month of July 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 - JULY 2025**

Larry Killinen presented the Fire Report and related statistics for the month of July 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**

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

**HIGHWAY AND SANITATION**

The Borough manager presented a proposal from Moore Brothers Enterprises Ltd to replace 2 speed humps on Green Street in the amount of \$5,000.00. The other proposal from AF Damon was in the amount of \$9,000.00. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to Approve and execute. All in favor.

**PLANNING AND ZONING**

Borough Council held a public hearing on August 4, 2025, to review an application for a Conditional Use Permit submitted by Alan McIlvain Company to enlarge its business located at 501 Market Street. The Marcus Hook Planning Commission reviewed the application at their meeting on July 16, 2025, and recommended approval with the following conditions:

1. Alan McIlvain Company was advised that upon receiving Borough Council's approval of a Conditional Use Permit they will allow the Zoning Officer to enter the property at reasonable times for compliance inspections with this section and other applicable municipal and state ordinances and regulations.
2. Alan McIlvain Company was advised that upon receiving Borough Council's approval of a Conditional Use Permit they would need to obtain a zoning permit from the Zoning Officer prior to the operation of proposed showroom.
3. Alan McIlvain Company was advised that upon receiving Borough Council's approval of a Conditional Use Permit they would need to obtain all necessary permits for the construction, sidewalk and fence as required by the Borough.
4. Alan McIlvain Company was advised that upon receiving Borough Council's approval of a Conditional Use Permit, they would need to obtain a Use & Occupancy Permit from the Borough's Building Code Official (BCO), Charles Catania, Jr.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the issuance of a Conditional Use Permit to Alan McIlvain Company to enlarge its business locate at 501 Market Street as per the proposed plans submitted. All in favor.

The Borough Manager announced that there will be a Planning Commission meeting on June 30, 2025, at 6:00 PM to review the conditional use applications from 418Market Street LLC (PJG) to operate a Marble & Stone cutting business and the Croyden Merritt Auto Repair shop at the existing snow removal business located at 418 Market Street, R-2 zone. The meeting is open to the public.

**PARKS, RECREATION & SHADE TREE COMMISSION**

The Borough Manager stated that the Concert in the Park previously scheduled for July 8, 2025, was cancelled and is rescheduled to take place on August 26, 2025, and the Concert in the Park previously scheduled for July 15, 2025, was cancelled and rescheduled to take place on August 19th, 2025.

**COMMUNITY AND ECONOMIC DEVELOPMENT**

The Borough Manager stated that construction at Market Square Memorial Park playground is almost complete and should be open in another week or so. The Borough

Manager ed that she has provided a rendering of the proposed park sign for your approval. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the Market Square Memorial Park sign as depicted on the rendered drawing submitted. 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