

December 1, 2025

The regular meeting of the Marcus Hook Borough Council was held on Monday evening December 1, 2025, at 7:00 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.

**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 November 2025 totaled \$293,732.31. 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 November 4, 2025, through December 1, 2025, totaled \$201,590.30. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve payment of Borough bills. All in favor.

**GENERAL GOVERNMENT**

- The Brough Manager stated that she received a letter from Dan Smith informing us that he is stepping down from the Zoning Hearing Board. Motion to accept Dan's resignation. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to accept and file. All in favor.
- The manager presented the final reading of the proposed 2026 budget and stated that the availability of the budget for public inspection was duly advertised on November 14, 2025, and was the subject of a public meeting on November 3, 2025. Total expenditures are noted at \$5,841,045.00 allocated to the General Fund. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the 2026 Borough budget as proposed. All in favor.
- The Delaware County Board of Assessment Appeals has certified that the aggregate Real Estate Assessment for Marcus Hook Borough for the year 2026 is \$347,231.58. The total of tax-exempt properties for 2026 is \$14,013.34. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to record and file. All in favor.
- The manager presented Ordinance No. 0-25-02, the Tax Levy Ordinance, fixing the tax rate for the year 2026 at 11.71 mills. This Ordinance was duly advertised on November 24, 2025. Motion by \_\_\_\_\_,

seconded by \_\_\_\_\_ to adopt Ordinance No. 0-25-02. All in favor.

- The Borough Manager mentioned the customary practice of free parking within the central business district during the Christmas/New Year holiday season. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to authorize free on-street meter parking within the central business district, with a two-hour time limit, to begin on November 26, 2025, and will end on January 2, 2026.
- The Borough Manager stated that the drawing for the grand prizes drawn by Sgt. Barnett. \_\_\_\_\_ is the recipient of the PlayStation 5 (Donated by Monroe Energy) and \_\_\_\_\_ is the recipient of the Nintendo Switch (Donated by Energy Transfer). The borough Manager stated that she will notify the winners tomorrow.
- The manager presented the Audit Report from the Auditor General for the Uniform and Non-uniformed Pensions. There were no findings or observations noted. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to receive and file. All in favor.
- The manager presented the Audit Report from the Auditor General for the Liquid Fuels Fund. There were no findings or observations noted. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to receive and file. All in favor.
- The manager presented Resolution R-25-14 for the LSA Grant application for the Community Center plumbing, HVAC, etc. in the amount of \$\_\_\_\_\_. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute. All in favor.
- The Borough Manager stated that at the Board's instruction she asked Charles to apply for the Green Light Go Grant for the traffic light upgrade at Market & 10<sup>th</sup> Streets. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute. All in favor.
- The bid tabulation for the Williamson Field Rain Garden ranged from \$51,754.32 to \$226,295.00. The Low bidder in the amount of \$51,754.32 was Delaware Environment Construction Service. Charles has reviewed the bid documents and recommends awarding the contract to Delaware Environment Construction Service. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute. All in favor.
- The borough manager stated that Borough Council needs to authorize the Walnut Street design of project, which Charles has reviewed. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute. All in favor.
- The manager presented Resolution R-25-15 for the Aston Ambulance Authority. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute. All in favor.
- Mark Much Reported the following:
  - The Authority is not willing to allow a person from Marcus Hook to sit on the Board.
  - Under the Authority's Act, a municipality cannot exit the Authority by simply indicating they no longer wish to be

included.

- The procedure to exit the Authority is codified in Pa Borough Code Title 53 Chapter 56, Section 5604. In essence, Pennsylvania law, specifically Title 53, Chapter 56, Section 5604, outlines the process for municipalities to withdraw from a joint authority, with the key restriction being that a municipality cannot withdraw *after* the authority has incurred an obligation. To withdraw, a municipality must pass a resolution or ordinance, the authority must consent to the withdrawal by resolution, and the municipality must publish notice of the withdrawal in the county's legal periodical and a local newspaper

**CODE REPORT FOR THE MONTH OF NOVEMBER**

0	Plumbing Permits
2	Electrical Permit
5	Plumbing Permit
3	Building Permits
4	U&O Permits
0	Rental Applications
2	Sidewalk Permit
15	Rental Inspections
8	Notices to Correct Violations
2	Fines Issued for Property Maintenance
<b>Total</b>	<b>\$2,174.96</b>

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

**ENGINEERING REPORT:**

Local Share Account 2026 Application to be submitted for community center renovations HVAC; plumbing/electrical repairs; brick repointing; windows; epoxy flooring

PADOT Green Light Go Grant Pre-application due January 2  
Authorize pre-application for 10th & Market

PECO Green Region Grant Application submitted for tree planting at Market Square Memorial Park

Market Sq Memorial Park/Mickey Vernon Park – Delco Greenways Phase 2 Work substantially completed  
Change order request to be reviewed

Walnut St – 10th to Dalton Streetscape (CDBG Grant) Ernel Co tentative start early 2026

PY25 CDBG Application Walnut Street – Dalton to Pine  
CDBG agreement from County for execution  
Authorize design of project

COVID-19 ARPA Small Water & Sewer Grant \$50,634 grant for stormwater quality improvements (MS4 requirement)  
Rain Gardens – Haebel Plaza & Williamson Field Award contract to Delaware Environmental Construction Services \$51,754.32

PADEP Coastal Zone Management Grant Application submitted for upgrades to riverwalk  
CZM presentation December 3

10th Street PECO Manhole PADEP meeting – no progress  
Follow-up with PADEP and DELCORA on temporary fix

DCNR Community Conservation Partnership Program Application submitted for Williamson Field Improvements

DCED PA Small Water & Sewer Grant Application submitted for Phase 1 of 4th & Market/Green St drainage improvements

DCED Greenways, Trails & Recreation Program Application submitted for Mickey Vernon Park

DCED Local Share Account Grant Opportunity Application submitted for the purchase of new fire truck

Prologis Replacement of dead trees – IMC subcontractor scheduled work

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 November 2025. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to receive and file the Mayor's Public Safety Report. All in favor

- The Borough Manager stated that Chief has requested authorization to apply for the Vest-a-cop and Patrick Leah Bulletproof Vest Partnership. The Borough would be required to pay \$2,200 to \$2,400 if the grant applications are not awarded. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve and execute. All in favor
- The Mayor has asked Borough Council to approve hiring Henry Sancken, Jr as a Part-time crossing guard at the rate of \$17.17 per hour. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve and execute. All in favor

**FIRE MARSHALL REPORT    Updates for incidents for November 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 – NOVEMBER 2025**

**MARCUS HOOK TRAINER FIRE DEPARTMENT**

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

- The manager presented Resolution R-25-16 for the MHFD LSA Grant Application. The Fire House is not eligible to apply for this grant, and because we are also applying for this grant, I would recommend that Borough Council not endorse their application at this time. The Resolution they sent does not have the required information such as the amount and what it is needed for. Moreover, it's due on November 30<sup>th</sup>. Our meeting is not until December 1<sup>st</sup>. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve and execute. All in favor.

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

1. There is a 7.09% increase in state aid for our library in 2026. We expect to receive the aid early next year.
2. The library offers free library cards that you can use to check out books, eBooks, magazines, museum passes, and more.
3. The library's Holiday Reading BINGO challenge runs from November 1st to December 31st. Open to all ages, participants can win prizes by completing reading activities.
4. The library's LEGO Club will have a special program during the holiday season, come by to learn more.
5. This month's library circulation total is 736.

Wishing you all a wonderful and Happy Thanksgiving!

\_\_\_\_\_ presented the Library Report and related statistics for the month of November 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 have been removing trees and pouring concrete sidewalks all around the Borough. They have done excellent work.
- Next week they plan to hang the Christmas decorations around the Borough.

**PLANNING AND ZONING**

- The Borough Manager stated that the Conditional Use Hearing will take 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.
- Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the conditional use of the stone fabrication business.
- Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the conditional use of the auto repair business.

**PARKS, RECREATION & SHADE TREE COMMISSION**

- The manager stated that the Borough purchased a 15ft pre-lit Christmas Tree and that the Park & Recreation Board will host a tree lighting ceremony at the Community Center on December 5<sup>th</sup>. Hot Chocolate and donuts will be served. Please come out to celebrate the season with our community.
- Janette Weigand said that the Park & Rec Christmas Lunch Event will be held on December 13, 2025, at the Curt Weldon Community Center from 11:30 AM to 1:00 PM on December 10<sup>th</sup>. Registration is required.
- The Borough Manager stated that the Park & Rec Board, which currently requires nine members, would like to reduce that number to seven members to meet the required quorum of members needed to attend the monthly meetings. The Borough Manager submitted Ordinance O-25-03 for Borough Council's consideration and approval to advertise. This ordinance would modify the current requirement of nine members to seven members. One seat is already vacant, and Lauren Ottinger would need to step down from the Park & Rec Board as a newly elected official, so the other seven members would remain as is. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to advertise Ordinance No. O-25-03. All in favor.

**COMMUNITY AND ECONOMIC DEVELOPMENT**

**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