

**BOROUGH OF DARBY**  
**BOROUGH COUNCIL MEETING**  
**December 19, 2018**

The Darby Borough Council met at Borough Hall on the above date with the following members present: President Darlene Hill, Ms. Ruby Munden, Mrs. Esther Lites, Mr. Donald Deigh, Mr. Darren Burrell, Mr. John Metts, Mr. Patrick McKenna & Mr. Howard Blackson. Also present was Mayor Helen Thomas, Borough Manager Mark Possenti, Police Chief Robert Smythe, Borough Solicitor Charles Gibbs & Borough Engineer Eileen Mulvena. Vice President Jennifer Parks and Code Officer Tom Gaffney were absent.

President Hill called the meeting to Order at 7:30 p.m. followed by Roll Call.

Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**ENGINEERS REPORT:**

See Attached.

Motion to approve Resolution 2018-010 (CDBG) made by Mr. Deigh; 2<sup>nd</sup> by Mr. Burrell. Motion carries 8-0.

Motion to accept the Engineer's Report made by Mr. Burrell; 2<sup>nd</sup> by Mr. McKenna. Motion carries 8-0.

**MAYOR'S REPORT:**

See Attached.

Motion to accept the Mayor's Report made by Mr. McKenna; 2<sup>nd</sup> by Mr. Deigh. Motion carries 8-0.

**APPROVAL OF MINUTES (11/28/2018):**

Motion made by Mr. Deigh; 2<sup>nd</sup> by Mr. Burrell. Motion carries 8-0.

**NEW BUSINESS:**

- a. **Resolution 2018-009:** Motion made by Mr. Deigh; 2<sup>nd</sup> by Ms. Munden to approve the new Codes Fees. Motion carries 8-0.
- b. **2019 Final Budget:** Motion made by Mr. Burrell; 2<sup>nd</sup> by Ms. Munden to approve the 2019 Final Budget. Motion carries 8-0.
- c. **Ordinance #788 (2019 Tax Levy):** Motion made by Mr. Deigh; 2<sup>nd</sup> by Mr. Burrell to approve Ordinance #788 (2019 Tax Levy). Motion carries 8-0.

- d. **Resolution 2018-008:** Motion made by Ms. Munden; 2<sup>nd</sup> by Mrs. Lites to approve the Tax Anticipation Note for 2019. Motion carries 7-1. Mr. Burrell voted No.
- e. **Permission to Advertise the 2019 Public Meeting Schedule:** Motion made by Mr. Deigh; 2<sup>nd</sup> by Mr. McKenna. Motion carries 8-0.

**COMMUNICATIONS & REPORTS:**

- a. Fire Chiefs Report: See attached.
- b. Historical Commission Report: Woodburne Mansion.
- c. Tax Collector Report: See attached.
- d. Library Report: No Report.
- e. William Penn School District Report: No Report.
- f. Ordinance/Zoning: No Report.
- g. Community Relations: Clementon Park Trip.
- h. Municipal Services: No Report.
- i. Public Safety: Read a report on a homicide from 2 years ago.
- j. Recreation: No report.
- k. Finance: Motion made by Mr. Burrell; 2<sup>nd</sup> by Mr. McKenna to pay the bills for the month of December. Motion carries 8-0.

Council recessed into Executive Session for litigation and personnel.

- l. Solicitors Report: Motion made by Ms. Munden; 2<sup>nd</sup> by Mrs. Lites for the Borough Manager to advertise for a Civil Service Solicitor. Motion carries 8-0. Motion made by Mr. McKenna; 2<sup>nd</sup> by Mrs. Lites for the Borough Manager and Borough Solicitor to investigate and take all steps for the sale of 819-821 Summit Street. Motion carries 8-0. Motion made by Mr. Burrell; 2<sup>nd</sup> by Ms. Munden to approve Resolution 2018-011. Motion carries 7-1. Mr. Metts voted No. Motion made by Mrs. Lites; 2<sup>nd</sup> by Mr. Burrell to adopt Ordinance #789. Motion carries 6-2. Mr. Metts and Mr. McKenna voted No.

Motion to accept all reports made by Ms. Munden; 2<sup>nd</sup> by Mrs. Lites. Motion carries 8-0.

**ADJOURNMENT**

Motion made by Ms. Munden; 2<sup>nd</sup> by Mr. Deigh. Motion carries 8-0.

Respectfully Submitted,

Mark Possenti  
Manager/Secretary  
Borough of Darby

# MEMORANDUM

## WALTON, MULVENA & ASSOCIATES

100 Grove Rd. PO Box 518 Thorofare, NJ 08086

Phone: (856) 848-0033 Fax: (856) 848-0277

Division of NDI ENGINEERING COMPANY



**DATE:** 14 December 2018  
**TO:** Darby Borough Council  
**FROM:** Eileen W. Mulvena, P.E.  
**RE:** Engineer's Report Thru December 14, 2018

### FY 2017 CDBG – Development of the soccer field

The bid opening is scheduled for January 4, 2019.

### Liquid Fuels

We have authorized the inlet work to be done and expect the contractor to begin after the holidays.

The paving contractor expects to do the pothole repairs next week, weather permitting. We will be utilizing Liquid Fuels funds provided by the County for pothole repair. The invoice will need to be paid before 12/31/18 or the County funds will expire.

### CDBG

2019 - Authorization is requested for the engineer to prepare the grant application package. It is due on January 10, 2019. A priority and alternate project application will be prepared based upon the Resolution that will be passed at the December 19<sup>th</sup> Council meeting. Please provide the meeting minutes from the CDBG hearing as these are required to be submitted with the grant application.

### Chapter 94

The Borough's Chapter 94 report will be due in February 2019. Please be advised as the end of the year approaches it would be beneficial to begin collecting information on work that was completed during 2018. The code department would have this information. It includes permits issued for homeowner sanitary work (laterals, traps, etc.), any SSOs, any sump pump discharge rerouted, etc. We will reach out to the code department.

### MS4 Separate Storm Sewer Permit

The Borough's MS4 annual report was to the DEP on 9/28/18. The report was due on 9/30/18. As a reminder, the Borough should have received an invoice in July for the NDPES annual fee. This fee should have been paid by 9/30/18.

Has the Borough adopted the PRP agreement? The new NPDES permit will not be issued until the PRP agreement has been signed and forwarded to the DEP.

Darby's annual contribution was estimated to be \$134,082. The Collaborative has discussed each town allocating 10% of the annual amount in 2018 with the successive years higher to make up the total required by year 5. There was a recalculation of the annual cost and Darby's cost share for 2019-2022 is \$16,710.73 per year. It is suggested that the Borough budget as much as feasible, and \$16,710.73 as a minimum for MS4 compliance. The Stormwater Collaborative has invoiced the Borough for 2018.

#### Stormwater tip

It is now time to take a look at your house and yard as you prepare for the winter season. Have you removed leaves and branches from the street that would impede water and snow runoff to the inlets? Check your roof and downspouts. Change the direction of the downspout to your lawn area or garden. This will reduce the chance of icing driveways and sidewalks during the winter months.

# **Darby Fire Company #1 November Chief's Report**

## ***66 Calls***

The Santa Detail is this Saturday starting at 11am and we will be doing Darby and Colwyn.

I'd like to thank the members of the board for the support and assistance this year. We've accomplished a lot for the betterment of the company. I look forward to being part of the board of directors next year as we continue to move the company forward.

This year we again adopted less fortunate children for Christmas and provided presents for them to open with us and for them to open on Christmas morning. This event was a great success, yet again and we look forward to doing it again in the future.

<u>NATURE</u>	-	-	<u>TOWN</u>	-
ACCIDENT W/ ENTRAP	1		ALDAN	3
ACCIDENT W/ INJ	7		COLLINGDALE	2
AFA	21		COLWYN	2
ASSIST E.M.S.	2		DARBY	28
BUILDING FIRE	10		EAST LANSDOWNE	1
BUILDING FIRE INVEST.	3		HAVERFORD	2
CO ALARMS	6		LANSDOWNE	1
COVER ASSIGNMENT	2		LOWER CHICHESTER	1
GASK LEAK - IN	4		SHARON HILL	1
GAS LEAK - OUT	2		YEADON	25
LANDING ZONE	2			
VEHICLE FIRE	3			
WIRES/TRANSFORMER	3			
			IN SERVICE HOURS	43.58
<b>TOTAL</b>	<b>66</b>		<b>TOTAL MAN- HOURS</b>	<b>165.97</b>
			<b>TOTAL RESPONDERS</b>	<b>476</b>
			<b>AVG. PER CALL</b>	<b>7.2</b>

Submitted By;

*Christopher M. Caruso*  
Chief

# Tax Collector's Monthly Report to Taxing Districts

For the month of November 2018

## Borough of Darby

	REAL ESTATE		INTERIM		PER CAPITA		OTHER	
<b>A: COLLECTIONS</b>								
1. Balance Collectable- Beginning of Month		Borough	Face	Library				
2A: Additions: During the Month *	663750.94	814.19	21093.52	10567.41				
2B: Deductions: Credits During the Month (Line 17)			25.88					
3: Total Collectable	664565.13		21119.40	10580.37				
4: Less Face Collections for the Month	17248.64		549.24	275.15				
5: Less Deletions from the List *								
6: Less: Exonerations *								
7: Less: Liens/ Non-Lienable Installments *								
8: Balance Collectable - End of Month	647316.49		20570.16	10305.22				
<b>B: RECONCILIATION OF CASH COLLECTED</b>								
9: Face Amount of Collections - must agree with line 4	17248.64		549.24	275.15				
10: Plus: Penalties	1656.51		52.65	26.38				
11: Less: Discounts								
12: Total Cash Collected per Column	18939.37		601.89	301.53				
13: Total Cash Collected - (12A+12B+12C+12D)								19842.79

\* Attach any supporting Documentation Required by your Taxing District

# Tax Collector's Monthly Report to Taxing Districts

For the month of November 2018

Borough of Darby

	REAL ESTATE		INTERIM		PER CAPITA		OTHER	
<b>A: COLLECTIONS</b>								
1: Balance Collectable- Beginning of Month		251685.00		325439.41				
2A: Additions: During the Month *		-255.00		-190.32				
2B: Deductions: Credits During the Month (Line 17)				2144.76				
3: Total Collectable		251430.00		323104.33				
4: Less Face Collections for the Month		5355.00		6717.08				
5: Less Deletions from the List *								
6: Less: Exonerations *								
7: Less: Liens/ Non-Lienable Installments *								
8: Balance Collectable - End of Month		246075.00		316387.25				
<b>B: RECONCILIATION OF CASH COLLECTED</b>								
9: Face Amount of Collections - must agree with line 4		5355.00		6717.08				
10: Plus: Penalties		510.00		601.01				
11: Less: Discounts								
12: Total Cash Collected per Column		5865.00		7318.09				
13: Total Cash Collected - (12A+12B+12C+12D)								13183.09

\* Attach any supporting Documentation Required by your Taxing District



