

**BOROUGH OF DARBY**  
**BOROUGH COUNCIL MEETING**  
**December 20, 2017**

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

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

Pledge of Allegiance.

**PUBLIC COMMENT:**

Abraham Sheriff, 111 N. 6<sup>th</sup> Street: Thanked Mayor Thomas for all of her work.

Jane Harbet, WPSD: Comments about 901 Quarry Street – Vision Charter School.

Andrea Doyle, 210 Hamilton: Comments about 901 Quarry Street – Vision Charter School.

Grell Goring, 1378 Edgehill: Comments about 901 Quarry Street – Vision Charter School.

Tenay Casey, 211 Hamilton: Comments about 901 Quarry Street – Vision Charter School.

Mike Bundy, 111 N. Lansdowne: Comments about 901 Quarry Street – Vision Charter School.

Hiwot Gebru: Comments about 901 Quarry Street – Vision Charter School.

Regina Foster, 424 Orchard Ave: Comments about 901 Quarry Street – Vision Charter School.

Antoinette Boyd, Summit Street: Comments about 901 Quarry Street – Vision Charter School.

Karl Thomas, 1132 Chestnut Street: Comments about 901 Quarry Street – Vision Charter School.

Carla Hall, 222 Spring Valley: Comments about 901 Quarry Street – Vision Charter School.

Ronald Brunson, 32 Concord Road: Comments about 901 Quarry Street – Vision Charter School.

John Metts, Sr., 1001 School Street: Comments about 901 Quarry Street – Vision Charter School.

Anethia Metts, 1001 School Street: Comments about 901 Quarry Street – Vision Charter School.

David Keith, 18 Greenway Ave: Comments about 901 Quarry Street – Vision Charter School.

Dr. Anthony Mooring, 27 S. Rigby: Comments about 901 Quarry Street – Vision Charter School.

Maryanne Applegate, 215 Highland: Comments about 901 Quarry Street – Vision Charter School.

Celestine Wilson Hughes, 1008 School Street: Comments about 901 Quarry Street – Vision Charter School.

Abie Arure, 1127 Glen Avon: Comments about 901 Quarry Street – Vision Charter School.

Asia Cobbs, 134 Whitely Terrace: Comments about 901 Quarry Street – Vision Charter School.

Giminia Williams, 929 Church Lane: Comments about 901 Quarry Street – Vision Charter School.

**ENGINEERS REPORT:**

See Attached.

Motion made by Ms. Munden; 2<sup>nd</sup> by Ms. Hill to extend existing Ordinary Street and Sewer Maintenance Contracts to A to U Services, A. Gargiule & Sons and A. F. Damon, Co through January 31, 2017. Motion carries 9-0.

Motion to approve Resolution 2017-010 (CDBG) made by Mr. Deigh; 2<sup>nd</sup> by Mrs. Parks. Motion carries 9-0.

Motion to write a letter of support for a DCNR Grant made by Ms. Hill; 2<sup>nd</sup> by Ms. Munden. Motion carries 9-0.

Motion to authorize the Borough Solicitor to draft and advertise the amended PRP Agreement made by Ms. Hill; 2<sup>nd</sup> by Mrs. Parks. Motion carries 9-0.

Motion to accept the Engineer's Report made by Mrs. Parks; 2<sup>nd</sup> by Ms. Hill. Motion carries 9-0.

**NRO's:**

Edward Peniazek, 111 N. MacDade Blvd: Used auto sales with minor repair for the cars he is selling. Motion to approve made by Mr. McKenna; 2<sup>nd</sup> by Mrs. Parks. Motion carries 9-0.

Vision Academy Charter School, 901 Quarry Street: Operate existing charter school. Motion to approve made by Mr. McKenna; 2<sup>nd</sup> by Mrs. Parks. Motion carries 6-3. Ms. Theorgood, Mrs. Lites and Mr. Blackson voted No.

**MAYOR'S REPORT:**

See Attached.

Motion to accept the Mayor's Report made by Ms. Munden; 2<sup>nd</sup> by Mrs. Parks. Motion carries 9-0.

**APPROVAL OF MINUTES (11/15/17):**

Motion made by Ms. Munden; 2<sup>nd</sup> by Mrs. Parks. Motion carries 9-0.

**NEW BUSINESS:**

- A. **2018 Final Budget:** Motion to approve made by Mrs. Parks; 2<sup>nd</sup> by Ms. Munden. Motion carries 9-0.
- B. **Ordinance #787 (2108 Tax Levy):** Motion made by Mrs. Parks; 2<sup>nd</sup> by Ms. Munden. Motion carries 9-0.
- C. **Resolution 2017-009 (2018 TAN):** Motion made by Mr. Blackson; 2<sup>nd</sup> by Mrs. Lites. Motion carries 9-0.
- D. **Permission to Advertise 2018 Re-organization Meeting:** Motion made by Mr. Blackson; 2<sup>nd</sup> by Ms. Munden. Motion carries 9-0.
- E. **Permission to Advertise the 2018 Meeting Schedule:** Motion made by Mrs. Parks; 2<sup>nd</sup> by Ms. Munden. Motion carries 9-0.

**COMMUNICATIONS & REPORTS:**

- a. Fire Chiefs Report: See attached.
- b. Historical Commission Report: Darby 2020 Vision.
- c. Tax Collector Report: See attached.
- d. Library Report: Applebee's Fundraiser.
- e. William Penn School District Report: Vacancy on The Board.
- f. Ordinance/Zoning: See attached.
- g. Community Relations: No Report.
- h. Municipal Services: No Report
- i. Public Safety: Christmas Light safety.
- j. Recreation: Senior Brunch and Day with Santa.
- k. Finance: Motion made by Mrs. Parks; 2<sup>nd</sup> by Ms. Hill to pay the bills for the month of December. Motion carries 9-0.
- l. Public Relations: No Report.
- m. Solicitors Report: No Report.

Motion to accept all reports made by Mrs. Parks; 2<sup>nd</sup> by Ms. Munden. Motion carries 9-0.

Motion to approve the use of the Darby Borough Recreation Center for all events including Dinners (2<sup>nd</sup> Tuesday of the month), N/A Meetings, Thanksgiving Dinner, Christmas Senior Brunch, Day with Santa made by Mrs. Parks; 2<sup>nd</sup> by Ms. Munden. Motion carries 9-0.

Motion made by Mrs. Parks; 2<sup>nd</sup> by Ms. Hill to approve the sale of 821 Summit Street to the bid of GPM, LLC for \$150,001.00. Motion carries 9-0.

**ADJOURNMENT**

Motion made by Mrs. Parks; 2<sup>nd</sup> by Ms. Hill. Motion carries 9-0.

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:** 15 December 2017  
**TO:** Darby Borough Council  
**FROM:** Eileen W. Mulvena, P.E.  
**RE:** Engineer's Report Thru 15 December 2017

### Ordinary Streets and Sewer Maintenance

The bid tabulation is attached. We have requested references from the apparent lowest responsible bidder, as well as written confirmation of pricing since there was a significant difference from the next lowest responsible bidder. If we do not have a recommendation in place for Wednesday's meeting, I would ask that Council extend the existing sanitary, storm, and paving contracts thru 1/31/18.

### Liquid Fuels

PennDOT has approved the partial for the 2015-001 project. The final MS999 will be prepared as we have received the canceled check from the Borough. The 2016-001 project has been completed. The Partial can be submitted to PennDOT. Once proof of payment to the contractor has been received, the Final MS999 can be completed as well. It would be best to provide these canceled checks prior to December so that the project can be closed out before the MS965 will need to be completed.

### CDBG – 2016 Golf Road Infrastructure Improvements

The Borough submitted a letter to the County to permit us to use the remainder of the allocated funds for Golf Rd to do the next section of main replacement on Golf Rd.

### CDBG – 2017 Application

The County issued the Notice to Proceed in November which will likely mean a spring construction schedule.

### CDBG – 2018 Applications

At tonight's meeting, Council will need to select projects for the FY 2018 application period. It is suggested we continue to request funds to replace the sanitary sewer on Golf Rd. The Borough is eligible to apply for a second project.

### MS4 Separate Storm Sewer Permit

The Notice of Intent has been delivered to the PA DEP.

Darby's annual contribution is 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. It is suggested that the Borough budget as much as feasible, and \$13,408 as a minimum for MS4 compliance.

In order to complete the requirements for Year 4 of the permit, we will need information to be provided by the Borough. We sent a second the request to the Manager.

Please note that the Darby Town Center and the Darby Fire Co. No. 1 have not submitted inspection and maintenance reports as required by their Land Development approvals. The Borough will be held responsible for the non-compliance. It is suggested the Borough send a letter reminding these owners of their responsibilities. Penalties to the Borough can be as much as \$37,500/day.

### Streets Resurfacing

PennDOT has identified streets that are not currently on the Borough's liquid fuels listing. They are asking if we wish to pursue having them added. They include: Coventry Avenue, Londonderry Lane, Shetland Road, Glen Cove Road and Keystone Avenue. If the Borough maintains these roadways, we can pursue having them added to the approved listing, so we receive liquid fuels tax monies for them in the future. Please advise.

### Pedestrian trolley bridge

The structural engineer has inspected the pedestrian bridge and we are awaiting his report.

### Demolitions

313 Darby Terrace – This work has been completed. The final invoices were sent to the County for payment.

### Sanitary Sewer Grant Funds

The PA Small Water and Sewer Grant application has been announced and is due on February 28, 2018. Council will need to pass a Resolution and submit a check in the amount of \$100 at the time of the application submittal. This can be done at the January meeting. Minimum grant award of \$30,000 and maximum is \$500,000. The required match is 15%.

### Signs

We are finalizing collection of data in anticipation of the retroreflectivity testing.

### Stormwater tip

Winter is soon upon us and we have experienced our first snow storm already. Place shoveled snow in vegetated areas; don't shovel it onto streets, into inlets, or into streams. The more water that can be absorbed by plants or sink into the ground, the less water will run off, carrying pollutants into streams. A rain garden or other planted area is the perfect place for shoveled snow.

# DARBY FIRE PATROL, NO. 2

"TIS THE DANGER OF OUR CITIZENS PROMPTS US TO DUTY"  
CHESTNUT & MOORE STS.  
DARBY, PA 19023

December 20, 2017

Darby Borough  
Attn: Mayor Helen Thomas  
1020 Ridge Ave  
Darby, PA 19023

Fire Chief's Report for November 2017

Fire Alarms	5	Rescues	0	Service Calls	2
Assist EMS/ P.D.	3	Investigations	0	Good Intent	9
MVA w/ Injury	5	Gas Leak In	0	Brush	0
Buildings	3	Gas Leak Out	0	Cover	0
Cooking Fires	3	Fuel Spill	1		
Vehicle Fires	0	CO Alarms	2		
Trash Fires	1	Weather	0		
Wires	1	Fire Police	0	Total Calls	35

One building fire occurred this past month on the following date and time:

11/14/2017 37 S.7<sup>th</sup> St. @ 7:35am.

There were no injuries reported and the fire was kept to the building of origin.

Santa Claus will be escorted through the town on the following dates and times.

2<sup>nd</sup> and 3<sup>rd</sup> Wards, from 7<sup>th</sup> Street to Cobbs Creek. Sunday 12-24-2017 @ 6pm.

If you want to reach me with any additional questions or comments, I can always be reached via my personal cell phone or email at [edwardgannon@comcast.net](mailto:edwardgannon@comcast.net).

Very truly yours

*Edward J. Gannon III*

Edward J. Gannon III.  
Fire Chief - Darby Fire Patrol #2  
Cell 484-682-4186

# Tax Collector's Monthly Report to Taxing Districts

For the month of

November 2017

Borough of Darby

	REAL ESTATE	INTERIM OTHER	PER CAPITA OTHER	OTHER
<b>A: COLLECTIONS</b>				
1. Balance Collectable - Beginning of Month	7281771.74	23141.12	11593.44	
2A: Additions: During the Month *				
2B: Deductions: Credits During the Month (Line 17)				
3: Total Collectable	728171.74	23141.12	11593.44	
4: Less Face Collections for the Month	19263.24	612.18	306.68	
5: Less Deletions from the List *				
6: Less: Exonerations *				
7: Less: Liens/ Non-Lienable Installments *				
8: Balance Collectable - End of Month	708908.50	22528.94	11286.76	
<b>B: RECONCILIATION OF CASH COLLECTED</b>				
9: Face Amount of Collections - must agree with line 4	19263.24	612.18	306.68	
10: Plus: Penalties	1768.93	56.23	28.16	
11: Less: Discounts	15.50	0.49	0.25	
12: Total Cash Collected per Column	21016.67	667.92	334.59	
13: Total Cash Collected - (12A+12B+12C+12D)				22019.18

\* Attach any supporting Documentation Required by your Taxing District





# Tax Collector's Monthly Report to Taxing Districts

For the month of

November 2017

**Borough of Darby**

	REAL ESTATE	INTERIM OTHER	PER CAPITA OTHER	OTHER
<b>A: COLLECTIONS</b>				
1. Balance Collectable- Beginning of Month	TRASH 273900.60	SEWER 342965.28		
2A: Additions: During the Month *				
2B: Deductions: Credits During the Month (Line 17)				
3: Total Collectable	273900.60	342965.28		
4: Less Face Collections for the Month	6170.00	7555.19		
5: Less Deletions from the List *				
6: Less: Exonerations *				
7: Less: Liens/ Non-Lienable Installments *				
8: Balance Collectable - End of Month	267730.60	335410.09		
<b>B: RECONCILIATION OF CASH COLLECTED</b>				
9: Face Amount of Collections - must agree with line 4	6170.00	7555.19		
10: Plus: Penalties	586.50	712.33		
11: Less: Discounts	5.10	8.64		
12: Total Cash Collected per Column	6751.40	8258.88		
13: Total Cash Collected - (12A+12B+12C+12D)				15010.28

\* Attach any supporting Documentation Required by your Taxing District



## Code Office Report – November 2017

- Violation Notices sent – 397
- Resale Inspections – 12
- Rental Inspections – 31
- Commercial Inspections – 3
- Building Permits – 12
- Electrical Permits – 2
- Plumbing Permits – 10
- Mechanical Permits – 7
- Miscellaneous Complaints – 822
- Zoning hearings – 0
- Health inspections – 0

Construction:

No major construction

Miscellaneous:

### Current Citations in District Court:

2 – Accessory Structures

475 – No Rental License 2016 & 2017

60 – Sanitation

12 – High Grass/Property Maint.

72 – Weeds

2 – Roofs & Drainage

2 – Motor Vehicles

Total of 625 Citations