

**BOROUGH OF DARBY
BOROUGH COUNCIL MEETING
February 17, 2016**

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 Robinson Munden, Mr. Donald Deigh, Ms. Darlene Hill, Ms. Jillian Theorgood, Mr. Patrick McKenna & Mr. Howard Blackson, Jr. Also present was Mayor Helen Thomas, Borough Manager Mark Possenti, Solicitor Charles Gibbs, Engineer Eileen Mulvena, Code Officer Tom Gaffney & Chief Robert Smythe were present. Mrs. Esther Lites was absent.

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

Council meet in Executive Session on 2/3/2016 for legal and personnel and Council meet in Executive Session 2/17/2016 for legal, real estate and personnel.

Pledge of Allegiance.

PUBLIC COMMENT:

None.

ENGINEERS REPORT:

See Attached.

Motion to authorization for NDI to prepare and advertise for work performed related to ordinary street and sewer maintenance. Made by Ms. Munden; 2nd by Mrs. Parks. Motion carries 8-0.

Motion made by Mrs. Parks; 2nd Ms. Munden to authorize the Investment Grade Audit to be performed which is not to exceed \$8,500. Motion carries 8-0.

Motion to accept the Engineer's Report made by Ms. Hill; 2nd by Mr. McKenna. Motion carries 8-0.

MAYOR'S REPORT:

See Attached.

Motion to accept the Mayor's Report made by Ms. Hill; 2nd by Ms. Munden. Motion carries 8-0.

APPROVAL OF MINUTES (1/20/16):

Motion made by Ms. Hill; 2nd by Mrs. Parks. Motion carries 8-0.

NEW BUSINESS:

- a. Motion made by Mrs. Parks; 2nd by Ms. Theorgood to approve the Subdivision of the Sisters of the Divine Redeemer property located on Springfield Road. Motion carries 8-0.
- b. Motion made by Mrs. Parks; 2nd by Ms. Theorgood to advertise for the person to follow the street sweeper. Motion carries 8-0.
- c. Motion Mrs. Parks; 2nd by Ms. Munden to advertise Ordinance #780. Motion carries 8-0.

COMMUNICATIONS & REPORTS:

- a. Fire Chiefs Report: See attached.
- b. Historical Commission Report: See attached.
- c. Tax Collector Report: See attached.
- d. Library Report: No Report
- e. Ordinance/Zoning: Monthly Report
- f. Community Relations: Discussed Permit Parking Ordinance
- g. Municipal Services: Monthly Report
- h. Public Safety: Motion Mrs. Parks; 2nd by Ms. Theorgood to accept the resignation of Marcus Pope effective 2/4/2016. Motion carries 8-0.
- i. Recreation: Discussed the Easter Egg Hunt.
- j. Finance: Motion made by Ms. Munden; 2nd by Ms. Hill to approve the paid bills for the month of February. Motion carries 8-0.
- k. Solicitors Report: No Report.

Motion to accept all reports made by Mrs. Parks; 2nd by Ms. Munden. Motion carries 8-0.

ADJOURNMENT

Motion made by Mrs. Parks; 2nd by Ms. Munden. Motion carries 8-0.

Respectfully Submitted,

Mark Possenti
Manager/Secretary
Borough of Darby

MEMORANDUM

WALTON, MULVENA & ASSOCIATES

100 Grove Rd. PO Box 518 Thorofare, NJ08086

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

Division of NDI ENGINEERING COMPANY



DATE: 11 February 2016
TO: Darby Borough Council
FROM: Eileen W. Mulvena, P.E.
RE: Engineer's Report Thru 11 February 2016

Ordinary Street and Sewer Maintenance Bids

The current contracts expire at the end of April. I am requesting authorization to prepare and advertise for the next year for work performed related to ordinary street and sewer maintenance.

Storm Sewer Repairs

The replacement of inlets at 2nd/Main, 3rd/Main, 13th /Main should be starting next week, weather permitting. In addition, the stormsewer along the alley way between Spruce and Pine St. at 5th St. will be getting replaced. Lastly, the collapsed storm sewer section in front of 11 Main St. will be replaced and a new manhole placed in the street. This line has been collapsed for about 20 years according to John Kalin. There is a possibility it will require a slowing of the trolley during the construction; but, we should not have to divert the trolley for this repair.

FIRM

We have prepared a listing of the properties located in the floodplain. The Code Department will check this list prior to issuing permits to confirm location in or out of the floodplain.

2015 CDBG – Concord Road Infrastructure Improvements

We have not yet been able to schedule a pre-construction meeting with the contractor. We continue to reach out to them.

2016 CDBG

This is included as a placeholder. County Council generally announces awards in May.

MS4 Separate Stormsewer Permit

We will begin the work necessary for the application for the follow-up permit in 2016. In addition, inspections of outfalls will begin shortly so we satisfy the Plans the Borough adopted.

We have ordered 11x17 posters for the Borough to have placed in the Firehouses and the Public Works garage. They should be delivered next week.

We are hoping to have Aqua agree to have a stormwater education piece inserted into the next water invoice as we learned last year that most of the mailers inserted into the tax bills reached the mortgage company rather than the residents. The mailer is supposed to be sent out at this time of year, so we're working with Mark to have Aqua accommodate our request.

I'd like to remind the Public Works Department and Code Enforcement Department of the training being offered at the 20th Century Club on February 18 between 9:30AM-2PM. The topic is "MS4 Stormwater and Good Housekeeping Training". We are required to have the employees participate in two training events per year.

For all residents, there is a training opportunity being held at the Penn State/Brandywine campus on Sunday, February 28 between the hours of 2-3:30PM. The topic is "Backyard Solutions for Healthy Streams: Lessons from Philadelphia's *Green City, Clean Waters* Program." The program is free, and you can register online at info@crwatersheds.org or call 610-359-1440.

842/844 Main St.

Did Mr. Healy submit a plan? May 2016 will mark 3 years since the fire occurred.

MUTCD Sign Assessment Program

The field inspections of the Borough signs have started. You will see representatives of our office on various streets within the Borough over the next few weeks.

The Borough is required to develop a plan for replacement of signage that does not meet current MUTCD regulations. Mark had asked us to do this and we will be starting this work when the weather is suitable. We will do the field inspections initially and will follow-up with the measurement of retroreflectivity at a later date. We are proposing to rent a unit for one month to measure the values in each of the towns we work for, and to split the cost of the rental evenly. We want to limit the rental period to one month, so we are doing the field work in all the towns first, and then following up with the measuring so that we minimize the rental period.

W-Weir Located in Darby Creek

We have contacted Buck Frank to schedule the balance of the bank stabilization project. The grant expires on June 30, 2016, so the work needs to be completed and paid prior to that date.

As a reminder, this work will exacerbate the erosion of the embankment on the Darby Town Center side of the Creek. The owner was notified several years ago of the failed condition and the need to correct it. Has the owner corrected this condition?

Revisions to the Act 167 Stormwater Management Ordinance

The Borough's Act 167 Stormwater Management Ordinance addresses requirements for reducing run-off during projects involving earth disturbance and/or land development. It is critical that the Building Code Official be aware of the passage of this ordinance as he is the first person to have contact with applicants for permits. Please ensure that the Building Code Official is aware that stormwater reviews are required for all building permits and earth disturbances regardless of

SF of cover or disturbance. Please note that enforcement of the Borough's stormwater ordinance is also a requirement of the Borough's MS4 stormwater permit.

LED Streetlight Procurement

Mark and I met with the representatives from Johnson Controls to review the estimated savings the Borough will realize if you continue with the replacement of the existing street light fixtures with LEDs. The initial estimate is based on the Borough's PECO invoice, which does not reflect actual lighting inventory in the Borough.

The next step is for the Borough to authorize the Investment Grade Audit (IGA) to be performed.

JP, RM -

The cost for this is not to exceed \$8500. This audit will provide the Borough with an accurate map showing all the existing lighting locations, type of fixture, and wattage. It will also provide the Borough with a recommended lighting installation based on a photometric analysis that will be performed. Should Darby decide not to move forward with a project, the borough will be responsible to pay this amount. We are suggesting that this be paid using General Funds, as this is an engineering task, and engineering is not an eligible Liquid Fuels expense except when performed in conjunction with street and storm sewer projects.

Monthly Stormwater Tip

Stormwater pollution is a year round concern. We may use sand and salt to manage the snow and ice in the winter but after the ice and snow melt, the remaining materials get into our storm sewers and into our waterways and pose a threat to the health of our streams.

Shovel early and frequently to keep sidewalks and driveways clear to prevent ice from forming. Salt and de-icers are not effective when more than 3 inches of snow has accumulated or when temperatures are below 15 degrees Fahrenheit. Reduce the use of these items by using sand or kitty litter for traction. After the storm, remember to sweep up the sand and kitty litter to prevent them from entering our waterways with the snow melt.



Darby Borough Police Department

1020 Ridge Avenue
Darby, PA 19023
610-586-1100
Fax: 610-461-5600

Robert F. Smythe
Chief of Police

Helen R. Thomas
Mayor

2-17-16

Mayor's Report

The Darby Borough Police Department is doing an excellent job in combating the crime in the Borough. We are trying to do our best to keep our Borough safe.

The annual letters have been sent out to residents who have handicap parking spaces. I would like to thank everyone for your prompt attention in this matter. This letter is sent every year simply for verification purposes.

If we did not receive a response in the allotted time, we will have to assume you no longer are in need of handicap parking, and your sign will come down so that another application can be approved.

To all new applicants, we ask for at least three months to process the application. Calling council members or the State Rep. will not speed up this process. There are certain procedures that must be followed that require some time, especially applications submitted at the end of the year.

With all the snow we've received this year, please keep your properties shoveled. Although as residents you are not allowed to put things such as chairs and cones in parking spaces, I ask that as neighbors, you show each other respect and not park in a spot you know you did not shovel. It's just a common courtesy that I know the Darby residents possess.

We have had some very cold days this year and I pray everyone is staying warm and keeping safe. Please remember to check on your elderly neighbors.

Always remember: "Controlling people's lives is not a leader's trait, but understanding the people's needs that God considers great!"

Darby Fire Company No. 1

ORGANIZED JANUARY 27TH, 1775

4 QUARRY STREET
DARBY, PENNSYLVANIA 19023-0123

PHONE (610) 583-5111
FAX (610) 583-2219

January Monthly Chiefs Report :

Let me start by giving the time to thank the member's of Darby Borough Council for giving me the opportunity to be there fire chief. I am very excited to see what this year will bring to us as a whole. January 1st, 2016 at 00:00 the transition took place with no problems. The new officers took office in there new respected positions.

On January 21st, Darby Fire Company #1 attended the 6ABC Save a Life Program at the Philadelphia Fire Academy. Darby Fire Company #1 received 40 smoke detectors for the residents of Darby Borough. These smoke detectors are strictly given to the residents who are able to show proof of residency within the borough.

Darby Fire Company #1 had 4 working fire's for the month of January.

2 Darby Borough
1 Yeadon Borough
1 Aldan Borough

Calls :

Building/Dwelling : 13	Motor Vehicle Accident: 5
Automatic Fire Alarm: 10	CO Alarm: 3
Gas Leak: 2	Vehicle: 1
Assist EMS: 17	Wires: 1
Assist Police: 2	Helicopter Landing: 1
Fuel Spill: 1	Trash/Brush: 1

Totalling: 57 Incidents.

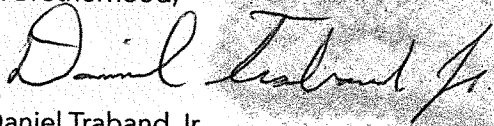
Municipalities:

Darby Borough: 41	Glenolden: 1
Yeadon Borough: 7	Collingdale: 1
Colwyn Borough: 4	Aldan: 1
Sharon Hill Borough: 1	Lansdowne: 1

Totat Responders: 534

Average Responder Per Call: 9

In Brotherhood,



Daniel Traband Jr.
Chief
Darby Fire Company #1

Mark: I will be unable to attend tonight's Council meeting to give my report in person. Please give my warmest regards to everyone as we all eagerly await the warmth of spring. Darby has very significant and unique historic fabric which it could use for its own benefit if it could embrace such a vision. One way would be through the use of Community Development Block Grant (CDBG) funding <https://www.hudexchange.info/resource/3195/historic-preservation-in-housing-and-community-development/> which provides support for a broad range of historic preservation activity under the CDBG program, not only to save historic structures but to use them in promoting economic development, neighborhood revitalization and the conservation of energy resources.

I would welcome an opportunity to have a longer conversation about that.

John Haigis
(610) 809-4856 (cell/text)