

**BOROUGH OF DARBY  
BOROUGH COUNCIL MEETING  
July 19, 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, Mrs. Esther Lites, Mr. Donald Deigh, Ms. Jillian Theorgood, Ms. Darlene Hill, Mr. Patrick McKenna & Mr. Howard Blackson. Also present was Mayor Helen Thomas, Borough Manager Mark Possenti, Chief Robert Smythe, Solicitor Charles Gibbs & Borough Engineer Eileen Mulvena were present. Ms. Ruby Munden & Code Official Thomas Gaffney were absent.

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

Pledge of Allegiance.

**PUBLIC COMMENT:**

Stacey Paramore, 98 South 5<sup>th</sup> Street: Status of Bar & Outside seating.

Maryann Applegate, 215 Highland Avenue: Quality of Life issues.

Richard Spain, 1013 Ridge Avenue: Question regarding the Zoning Hearing Board Chair person.

Paula Brown, 206 Highland Avenue: Community Service, 10 Quarry Street and Executive Session.

Motion made by Mr. McKenna; 2<sup>nd</sup> by Ms. Hill to hire Laniece Edmundson and Stacei Woods as Part Time Police Officers. Motion carries 8-0.

**ENGINEERS REPORT:**

See Attached.

Motion to accept the Engineer's Report made by Mrs. Lites; 2<sup>nd</sup> by Mr. Blackson. 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 Ms. Theorgood. Motion carries 8-0.

**APPROVAL OF MINUTES (6/21/17):**

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

**NEW BUSINESS:**

- a. Paid Bills for July 2017: Motion made by Mr. Deigh; 2<sup>nd</sup> by Ms. Hill. Motion carries 8-0.

Council recessed into Executive Session for potential litigation & labor relations.

- b. Public Works Contract 2018-2020: Motion to approve made by Mr. Blackson; 2<sup>nd</sup> by Mr. McKenna. Motion carries 8-0.

**COMMUNICATIONS & REPORTS:**

- a. Fire Chiefs Report: See attached.
- b. Historical Commission Report: No Report.
- c. Tax Collector Report: See attached.
- d. Library Report: Monthly Report.
- e. William Penn School District Report: Upcoming Meetings.
- f. Solicitors Report: Permission to advertise an Ordinance regarding the DROP. Motion made by Mr. McKenna; 2<sup>nd</sup> by Mr. Deigh. Motion carries 8-0. Motion made by Mr. Deigh; 2<sup>nd</sup> by Mr. Blackson to reach a settlement for past due amounts owed. Motion carries 8-0. Motion Mr. Deigh; 2<sup>nd</sup> by Mr. McKenna to approve resolution for an easement on RDA property Motion carries 8-0..

**ADJOURNMENT**

Motion made by Ms. Theorgood; 2<sup>nd</sup> by Mr. McKenna. 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 July 2017  
**TO:** Darby Borough Council  
**FROM:** Eileen W. Mulvena, P.E.  
**RE:** Engineer's Report Thru 12 July 2017

### Liquid Fuels

The 2015-001 and 2016-001 projects have been completed. Partial MS999 reports have been submitted for the 2 projects. The MS999 Final reports will be completed and sent to PennDOT once we have the copies of the canceled checks showing proof of payment to the contractor.

### 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.

### CDBG – 2016 Golf Road Infrastructure Improvements

MOR Construction has completed the sewer main installation. One manhole still needs to be rehabbed. The trench will be maintained by the contractor during the 60-90 day period we allow for trench settlement. Once this period has passed, the roadway will be paved.

### CDBG – 2017 Application

Mark and I attended the pre-award meeting at the OHCD. The project has been approved for procurement as we are utilizing only portable equipment. It is likely the County will issue the Notice to Proceed in October which will likely mean a spring construction schedule.

### MS4 Separate Storm Sewer Permit

Council needs to approve the agreement to be a member of the EDCSWC as well as the agreement to work together on the preparation of the PRP. The cost to partner in the development of the PRP is \$1,000.00

In order to complete the requirements for Year 4 of the permit, we will need information to be provided by the Borough.

We are working on the Notice of Intent to renew the MS4 Permit and the Pollution Reduction Plan that must be submitted with the NOI. The new MS4 permit application needs to be completed by Aug. 3 so it can be open to the public for comment for 30 days before it is submitted in September to DEP.

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.

### LED Streetlight Procurement

Construction is expected to be late spring/early summer 2017.

### 842/844 Main St.

May 2017 marked 4 years since the fire occurred. Has anything been submitted by Mr. Healy regarding improving the site so the adjacent property owner can resolve their issues? The adjacent property owner has a sump pump connected to the sanitary sewer and it needs to be disconnected. It should be done as part of their building envelope improvement.

### Demolitions

143 N. 9<sup>th</sup> Street – the demolition grant application has been submitted to the County. OHCD indicates funding is limited at this time.

611 Walnut Street – We are unaware of the status.

313 Darby Terrace – Due to additional collapse, this project has been deemed an emergency and the County has authorized funds to proceed with the project. A sole source contract has been issued to Burns Consulting Services, Yeadon, PA for a not-to-exceed cost of \$80,000. It would be appropriate for Council to ratify this sole source award at the Council meeting.

Dan Honig, PE, principal of Structures Consulting Engineers, is providing technical guidance to the contractor.

### Sanitary Sewer Grant Funds

The PA Small Water and Sewer Grant - Another grant round is approved for release between August 1 – October 31, 2017. The Director of the grant does not yet know what the funding level will be.

### Signs

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

### Stormwater tip

A rain garden is a low area that absorbs and filters rain water runoff that comes from roofs, sidewalks, and driveways. Rain runs off the hard surfaces, collects in the shallow depression, and slowly soaks into the soil. They are usually planted with colorful native plants and grasses. Please contact the Borough for instructions on how to plant a rain garden. If you do plant one, please ensure the Borough is notified as each rain garden planted assists the Borough with compliance to our state stormwater permit.



## 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*

07-19-17

### 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.

There will be two new officers sworn in this week.

Town watch classes are in the process of being set up, and the people that signed up will be notified when they will begin. We are encouraging more people to sign up.

If you see anything suspicious, remember to call 911. If you would like to remain anonymous, please state that to the dispatcher and an officer will not come to your door. DO NOT take matters into your own hands. That's what the police are here for.

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

**DARBY FIRE PATROL, NO. 2**  
 "TIS THE DANGER OF OUR CITIZENS PROMPTS US TO DUTY"  
 CHESTNUT & MOORE STS.  
 DARBY, PA 19023

July 19, 2017

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

Fire Chief's Report for June 2017

Fire Alarms	3	Rescues	0	Fire Police	0
Assist EMS/ P.D.	2	Investigations	0	Service Calls	1
MVA w/ Injury	0	Gas Leak In	1	Good Intent	13
Buildings	5	Gas Leak Out	0		
Vehicle Fires	0	Fuel Spill	0		
Trash Fires	1	CO Alarms	1		
Wires	0	Weather	0	Total Calls	27

There was one working fire.

418 Main St. on June 10<sup>th</sup> in Darby Borough which went to 3 alarms due to the amount of fire and the high temperatures that day. There were no injuries reported.

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 999*

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 June 2017

## Borough of Darby

A: COLLECTIONS	REAL ESTATE	INTERIM	PER CAPITA	OTHER
	OTHER	OTHER	OTHER	OTHER
1. Balance Collectable- Beginning of Month	855967.93	27202.38	13628.07	
2A: Additions: During the Month *				
2B: Deductions: Credits During the Month (Line 17)				
3: Total Collectable	855967.93	27202.38	13628.07	
4: Less Face Collections for the Month	61573.24	1956.75	980.30	
5: Less Deletions from the List *				
6: Less: Exonerations *				
7: Less: Liens/ Non-Lienable Installments *				
8: Balance Collectable - End of Month	794394.69	25245.63	12647.77	
<b>B: RECONCILIATION OF CASH COLLECTED</b>				
9: Face Amount of Collections - must agree with line 4	61573.24	1956.75	980.30	
10: Plus: Penalties	2113.73	67.17	33.65	
11: Less: Discounts	31.21	0.99	0.49	
12: Total Cash Collected per Column	63655.76	2022.93	1013.46	
13: Total Cash Collected - (12A+12B+12C+12D)				66692.15

\* Attach any supporting Documentation Required by your Taxing District





# Tax Collector's Monthly Report to Taxing Districts

For the month of June 2017

Borough of Darby

	REAL ESTATE	INTERIM OTHER	PER CAPITA OTHER	OTHER
<b>A: COLLECTIONS</b>				
1. Balance Collectable- Beginning of Month	TRASH 312415.80	SEWER 414656.94		
2A: Additions: During the Month *				
2B: Deductions: Credits During the Month (Line 17)				
3: Total Collectable	312415.80	414656.94		
4: Less Face Collections for the Month	16320.00	45838.41		
5: Less Deletions from the List *				
6: Less: Exonerations *				
7: Less: Liens/ Non-Lienable Installments *				
8: Balance Collectable - End of Month	296095.80	368818.53		
<b>B: RECONCILIATION OF CASH COLLECTED</b>				
9: Face Amount of Collections - must agree with line 4	16320.00	45838.41		
10: Plus: Penalties	535.50	761.80		
11: Less: Discounts	15.30	16.67		
12: Total Cash Collected per Column	16840.20	46583.54		
13: Total Cash Collected - (12A+12B+12C+12D)				63423.74

\* Attach any supporting Documentation Required by your Taxing District

