

BOROUGH OF DARBY
BOROUGH COUNCIL MEETING
January 17, 2024

The Darby Borough Council met in Borough Council Chambers on the above date with the following members present: President Lucille Pratt, Vice President Darlene Hill (via telephone), Tracy Williams, Cheryl Butts, Alfred Robinson, Janice Davis, Edna Stockley, Omar Thompson, Jennifer Parks. Also present was Mayor Darren Burrell (left the meeting at 7:10pm), Borough Manager Mark Possenti, Police Chief Joseph Gabe, Borough Solicitor Charles Gibbs & Borough Engineer Eileen Mulvena.

President Pratt called the meeting to Order at 7:00 p.m. followed by Roll Call.

Pledge of Allegiance

Mayor Burrell swore in the new Part Time Officer Finney.

PUBLIC COMMENT:

Antoine, North 2nd Street: Discussed his concern with the work being done on North 2nd Street and replacement of the Sewer Main.

Wanda Sterling, Forrester Avenue: Discussed a self help event she would like to have on Valentines Day at the Recreation Center.

ENGINEERS'S REPORT:

See Attached.

MAYOR'S REPORT:

No Report.

Motion to accept the Engineer's Report made by Mrs. Parks; 2nd by Ms. Davis. Motion carries 9-0.

Approval of December 20, 2023 – Council Meeting Minutes, 1/2/2024 – Re-organization Meeting Minutes made by Mrs. Parks; 2nd by Mr. Thompson. Motion carries 9-0.

NEW BUSINESS:

- a. **Paid Bills – January 2024:** Motion made by Mr. Thompson; 2nd by Ms. Davis to pay the bills for the month of January 2024. Motion carries 9-0.
- b. **Approval of Handicap Parking Spaces:** Motion to approve 602 Pine Street and 214 Hamilton made by Mr. Thompson; 2nd by Mrs. Williams. Motion carries 9-0.
- c. **Motion to approve the 2024 Salt Contract:** Motion to approve made by Ms. Davis; 2nd by Mrs. Parks. Motion carries 9-0.

- d. **Motion to approve Resolution 24-01 (Bank Signors):** Motion to approve Resolution 24-01 made by Mrs. Parks; 2nd by Ms. Davis. Motion carries 9-0.
- e. **Council Committees:** Council President Pratt read the Committees for 2024. See attached list.

COMMUNICATIONS & REPORTS:

- a. Fire Chiefs Report: No Report.
- b. Tax Collectors Report: See attached. Motion to transfer \$45,107.75 from the Tax Fund to the Sewer Fund made by Ms. Davis; 2nd by Mrs. Parks. Motion carries 9-0.
- c. Solicitors Report: Motion made by Mr. Thompson; 2nd by Mrs. Parks for to approve Resolution 24-02 to allow the Borough Solicitor and Borough Manager to take any and all legal matter to acquire the properties at 28/30 South 5th Street. Motion carries 9-0.
- d. Police Chiefs Report: Chief Gabe gave the monthly crime report. Motion made by Mr. Robinson; 2nd by Mrs. Parks to accept the resignation of Part Time Officers Colleen Breslin and Brianne Schenider. Motion carries 9-0.
- e. Managers Report: Announced that the Borough was awarded a grant from the Delaware County Greenways Round 4 in the amount of \$250,000 for the tot lot at 28/30 South 5th Street.

Motion to accept the Fire Chief, Tax Collector, Police Chief and Managers Reports made by Mrs. Parks; 2nd by Mr. Thompson. Motion carries 9-0.

ADJOURNMENT

Motion to adjourn made by Ms. Davis; 2nd by Mr. Thompson. Motion carries 9-0.

Respectfully Submitted,

Mark Possenti
Manager/Secretary
Borough of Darby

MEMORANDUM

CIVIL COLLABORATIVE CONCEPTS, LLC

2205 Parkview Drive
Haverford, PA 19041
(610) 496-0042

DATE: - 10 January 2024
TO: - Darby Borough Council
FROM: Eileen W. Mulvena, P.E.
RE: Engineer's Report Thru January 10, 2024

Current Month Activity:

Ordinary Street and Sewer Maintenance

A PennDOT permit is in process to replace the inlet at 9th St and Main St.

Liquid Fuels

An ordinance must be passed by Borough Council that has the Borough adopt Londonderry Lane, Coventry Avenue, Shetland Road, and Glen Cove Road. If the Borough adopts these streets, then they can receive additional liquid fuels funds for the mileage of these streets.

Grants

2024 CDBG: Two applications were submitted on 1/5/24 with the priority application addressing the reconstruction and resurfacing of N. 2nd St. following the sewer replacement project and the alternate project addressing the development of the lot at Ridge and MacDade as a passive and light recreation area. A conceptual rendering of the alternate project is provided below:



CFA Local Share Grant (Statewide): Eagle Contracting is working on N. 2nd St. to replace the sanitary sewer main and street laterals. It is noted the street condition is very poor at the lower end at the terminus of the roadway. It is likely the subgrade has been affected by the many years of groundwater saturation due from rain events. This roadway will require some reconstruction following this improvement project.

2022 PA Small Water and Sewer Grant – The Borough received notice of a grant award under this program. This funding will require the supplemental funds to permit the 14th St. sewer renewal project to be completed which was partially funded by CDBG funds.

PECO Open Space grant: a grant application was submitted on November 10, 2023 for passive recreation furniture in the open space area on the north side of 7th St.

2023 Local Shares Statewide Grant: An application was submitted on November 30, 2023 grant funding to accomplish sanitary sewer improvements on N. 3rd St. up to the maximum grant funding amount of \$1,000,000.

Delco Greenways Grant Round 1: A meeting was held with the County to discuss next steps. We are working to review the requirements for this grant to determine the Borough's next actions. This is for the acquisition of multiple properties abutting Cobbs Creek.

Delco Greenways Grant Round 3: The Borough is handling the acquisition of the properties known as 28/30 S. 5th St.

Delco Greenways Grant Round 4: A grant application for the construction of a playground for children 5-12 years of age on the lots known as 28/30 S. 5th St. was submitted to the County on September 29, 2023.

2023 Community Project Fund Grant: A grant application was submitted on March 20 to US Representative Mary Gay Scanlon's office and it covered the replacement of the sanitary sewer main and street laterals on Fern St. between 4th Street and Damon's Lane.

2021 CDBG/2018 PA Small Water and Sewer Grant: The contractor work on 13th St. has been completed. Once a copy of canceled checks is submitted to the state, the projects will be closed.

2022 CDBG: The Borough attended the project kickoff meeting hosted by the County on July 20, 2022. Note that the funding received leaves approximately a 50% shortfall; the Borough has applied for a PA Small Water & Sewer grant to cover the balance of funds needed.

2023 CDBG: The Borough has received notice that both applications for the 2023 CDBG program were approved for funding by County Council. The Priority project was Sanitary Sewer Improvements to 12th St; the alternate project was storm sewer improvements on New Walnut St.

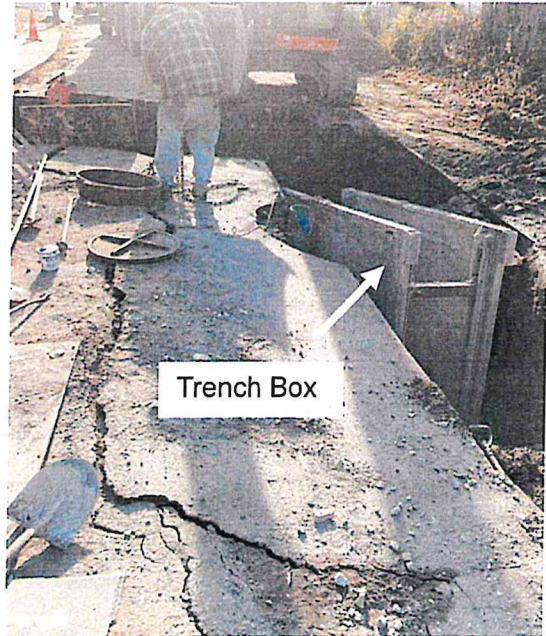
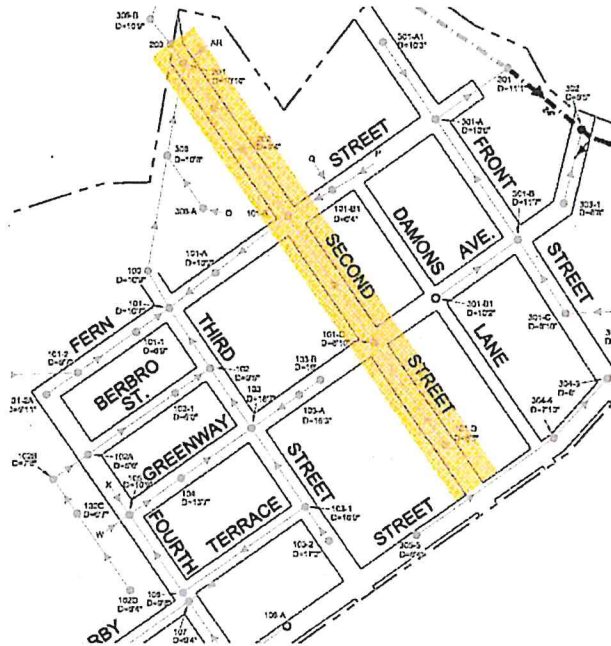
Blight Remediation Grant: The demolition and site restorations have been completed for 304 Marks Ave. and 621 Main St. We have requested the remaining funds be permitted for the remediation of 129/131/133 Whitely Terrace. This request is being considered at the Commonwealth Financing Authority's March Board meeting. Additional funds in the amount of \$100,000 are required in order to complete this effort. Property owners should be asked if they have homeowner's insurance. Otherwise, we need to identify a funding source. If these properties are not remediated, they will cause the remaining homes in this attached dwelling block to begin deteriorating.

MS4 (Municipal Separate Storm Sewer System): The annual report was submitted by 9/30/22.

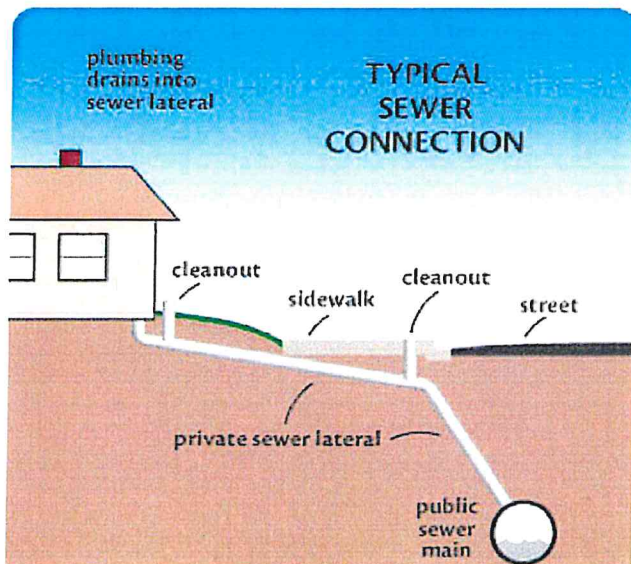
Stormwater Tip: Try these tips to help reduce flooding and pollution: Clear out snow surrounding your downspouts. This will allow melting snow from your roof to flow instead of collecting at your foundation, which can help prevent basement flooding. Do not pile snow on top of storm drains.

Summary of N. 2nd Street Sanitary Sewer Renewal Project

Work Site



The grant we received provides for the replacement of the sewer main (which the Borough owns) and the street lateral – the section between the curb and the connection to the main (which is the responsibility of the property owner) that is located with the Right-of-Way. The grant does not include funding for the section of the lateral between the curb and the house.



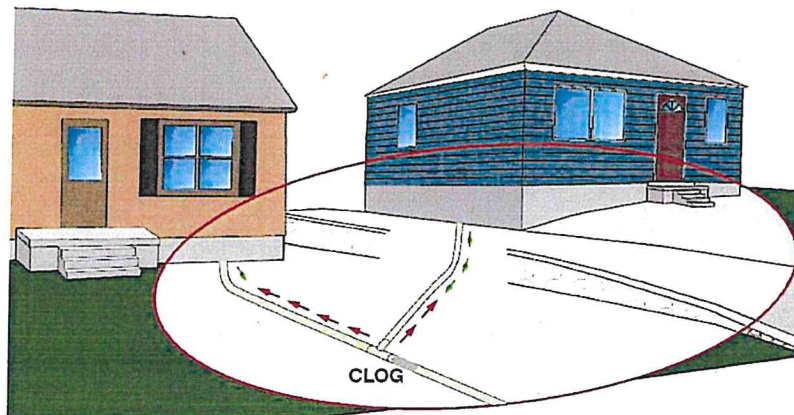
Date Prepared: 3/9/22
 Prepared by: Eileen W. Mulvena PE
 PA License #: PE062018

Location	Main (LF)	Street	
		Unit S/LF Main	Laterals (EA) Unit S/EA
N. Second St. MH 101D-MH 200: replace existing terracotta main and street laterals with 50" x 26" pipe	1100	\$ 500.00	60 \$ 7,500.00



Each dwelling unit should have a lateral that exits the property and connects to the sewer main. In the photo to the left, property owners are responsible for the sewer lateral from the point it leaves the house to the connection to the Borough's sewer main in the street. There is normally a cleanout (used for maintenance) which should be located next to the curbline for optimum functionality.

On N. 2nd St, we're finding that two units are sharing a single sewer lateral.



Shared laterals are undesirable for several reasons:

1. If there is a backup in the lateral or street main, there is likelihood that two properties will have a backup.
2. Since the lateral is the shared responsibility of two owners, there is the potential that they cannot come to an agreement on paying for maintenance that is required.
3. One of the laterals is located on the other property to connect to the single lateral. This creates issues regarding having one owner permit the other owner to excavate on the property to make a repair. The owners should really have an easement in their deeds addressing this scenario.

How are we handling this? We are installing separate street laterals from the main to the curb. This is a great cost savings to the residents as the sewer is approximately 16 feet deep and very expensive to excavate. Following the excavation, the resident would be responsible for backfilling the trench and reconstructing the road where it was removed.

Depending upon where the trap is located, we are handling it in different ways:

- a. If the trap is located at the curb, we install a wye connection in front of the curb and connect the wye to the trap.
- b. If the trap is located away from the curb, we install a wye to connect the street laterals to the single lateral pipe that ultimately connects to the trap either in the lawn, steps, or near the house foundation.

Complications outside of the grant's scope:

WYE



What is the Ultimate Action for the Homeowners?

Following the completion of this project, the owners are set for the installation of separate house laterals. One of the owners may keep the initial connection and the other is set to connect to the new street lateral. The wye would be removed and a separate trap will be installed and a connection will be made to the street lateral and a new house lateral would be installed.

This will require agreement between the owners regarding cost sharing and access.

January 17, 2024

Tax Collector's Report:

- 1- Real Estate Tax Collected for the month of December 2023:
\$34,415.83
- 2- Fire Tax Collected for the month of December 2023:
\$878.25
- 3- Library Tax Collected for the month of December 2023:
\$440.10

Total Collected in Taxes for the Month of December 2023: \$35,734.18

- 1- Sewer Fees Collected for the month of December 2023:
\$31,638.25
- 2- Trash Fees Collected for the month of December 2023:
\$13,469.50

Total Collected in Fees for the Month of December 2023: \$45,107.75

MOTION NEEDED:

Motion to transfer \$31,638.25 from the Tax Fund to the Sewer Fund. JD, JP
9-0

Tax Collector's Monthly Report to Taxing Districts

For the month of December 2023

Darby Borough

A: COLLECTIONS	REAL ESTATE	INTERIM	PER CAPITA	OTHER
	<i>Real Estate</i>	<i>Fire</i>	<i>Library</i>	
1. Balance Collectable- Beginning of Month	816,173.14	20,827.03	10,436.58	
2A: Additions: During the Month *				
2B: Deductions: Credits During the Month (Line 17)				
3: Total Collectable	816,173.14	20,827.03	10,436.58	
4: Less Face Collections for the Month	31,287.09	798.40	400.08	
5: Less Deletions from the List *				
6: Less: Exonerations *				
7: Less: Liens/ Non-Lienable Installments *				
8: Balance Collectable - End of Month	784,886.05	20,028.63	10,036.50	
B: RECONCILIATION OF CASH COLLECTED				
9: Face Amount of Collections - must agree with line 4	31,287.09	798.40	400.08	
10: Plus: Penalties	3,128.74	79.85	40.02	
11: Less: Discounts				
12: Total Cash Collected per Column	34,415.83	878.25	440.10	
13: Total Cash Collected - (12A+12B+12C+12D)				35,734.18

* Attach any supporting Documentation Required by your Taxing District

Tax Collector's Monthly Report to Taxing Districts

For the month of

December 2023

Darby Borough

A: COLLECTIONS	REAL ESTATE	INTERIM	PER CAPITA	OTHER
	OTHER	OTHER	OTHER	
1. Balance Collectable- Beginning of Month	<i>Sever</i> 507,153.51	289,930.00		
2A: Additions: During the Month *				
2B: Deductions: Credits During the Month (Line 17)				
3: Total Collectable	507,153.51	289,930.00		
4: Less Face Collections for the Month	28,762.01	12,245.00		
5: Less Deletions from the List *				
6: Less: Exonerations *				
7: Less: Liens/ Non-Lienable Installments *				
8: Balance Collectable - End of Month	478,391.50	277,685.00		
B: RECONCILIATION OF CASH COLLECTED				
9: Face Amount of Collections - must agree with line 4	28,762.01	12,245.00		
10: Plus: Penalties	2,876.24	1,224.50		
11: Less: Discounts				
12: Total Cash Collected per Column	31,638.25	13,469.50		
13: Total Cash Collected - (12A+12B+12C+12D)				45,107.75

* Attach any supporting Documentation Required by your Taxing District

