

**BOROUGH OF DARBY  
BOROUGH COUNCIL MEETING  
November 20, 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, Tracy Holmes-Williams, Cheryl Butts, Alfred Robinson, Janice Davis, Edna Stockley & Omar Thompson. Also present was Mayor Burrell, Borough Manager Mark Possenti, Chief Joseph Gabe & Borough Engineer Mulvena. Jennifer Parks & Borough Solicitor Charles Gibbs were absent.

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

Pledge of Allegiance

**PUBLIC COMMENT:**

Keith Scutchins, 22 Mill Street: Asked the status of the Borough owned property next to his property.

**NRO:**

Diane Barr, 217 Fern Street: To operate a Day Care. Motion to approve pending final inspection, all proper paperwork is filed in the Code Office, if any work needs to be done all proper permits are applied for in a timely matter and if business operates outside of their NRO a Cease and Desist will be issued immediately and will not be able to operate until a hearing is held in front of the Ordinance Committee made by Ms. Davis; 2<sup>nd</sup> by Mr. Robinson. Motion carries 8-0.

**ENGINEERS'S REPORT:**

See Attached.

Motion made by Ms. Hill; 2<sup>nd</sup> by Ms. Davis to approve Resolution 2024-019 (LSA Grant – HVAC Unit Recreation Center). Motion carries 8-0.

Motion made by Mrs. Williams; 2<sup>nd</sup> by Ms. Butts to approve Resolution 2024-020 (LSA Grant – Infrastructure Improvements Mermont Circle). Motion carries 8-0.

**MAYOR'S REPORT:**

Mayor thanked everyone involved in the Veteran Day's Luncheon especially Ms. Butts, Mr. Robinson, Ms. Davis, President Pratt and Ms. Stockley. He also discussed upcoming events Bingo and this Saturday's Thanksgiving Dinner.

Approval of October 16, 2024 – Council Meeting Minutes, Engineer's, Mayors, Ordinance/Zoning, Community Relations, Finance, Public Safety, Municipal Service, Library, Recreation Center Reports and Minutes made by Mr. Thompson; 2<sup>nd</sup> by Ms. Davis. Motion carries 8-0.

### **NEW BUSINESS:**

- a. **Paid Bills – November 2024:** Motion made by Mr. Thompson; 2<sup>nd</sup> by Ms. Hill to pay the bills for the month of November 2024. Motion carries 8-0.
- b. **Approval of the 2025 Preliminary Budget:** Motion made by Ms. Butts; 2<sup>nd</sup> by Mr. Thompson to approve the 2025 Preliminary Budget. Motion carries 8-0.
- c. **Permission to Advertise the 2025 Preliminary Budget:** Motion made by Mr. Thompson; 2<sup>nd</sup> by Ms. Hill to advertise the 2025 Preliminary Budget. Motion carries 8-0.
- d. **Permission to Advertise Ordinance #815 (2025 Tax Levy):** Motion made by Mr. Thompson; 2<sup>nd</sup> by Ms. Hill to advertise Ordinance #815. Motion carries 8-0.
- e. **Resolution 2024-018 (2025 TAN):** Motion made by Mr. Thompson; 2<sup>nd</sup> by Ms. Butts to approve the Resolution 2024-018. Motion carries 8-0.
- f. **Motion to approve contract agreement with Eastern Generator:** Motion made by Ms. Davis; 2<sup>nd</sup> by Mr. Thompson to approve a two year agreement in the amount of \$1,285.65. Motion carries 8-0.
- g. **Motion to approve 307 S. 5<sup>th</sup> Street, 616 Pine Street and 131 North 10<sup>th</sup> Street for Handicap Parking:** Motion made by Mr. Robinson; 2<sup>nd</sup> by Ms. Stockley to approve the handicap parking spaces. Motion carries 8-0.
- h. **Motion to hire Corrie Johnson as a Crossing Guard at \$15.00/hour:** Motion made by Ms. Butts; 2<sup>nd</sup> by Ms. Hill to approve. Motion carries 8-0.
- i. **Motion to hire Michael Blue as a Crossing Guard at \$15.00/hour:** Motion made by Mr. Thompson; 2<sup>nd</sup> by Mrs. Williams to approve. Motion carries 8-0.
- j. **Resolution 2024-021 (LSA Grant – Fire Truck):** Motion made by Ms. Stockley; 2<sup>nd</sup> by Ms. Butts to approve Resolution 2024-021. Motion carries 8-0.
- k. **Resolution 2024-022 (LSA Grant – Police Cameras):** Motion made by Ms. Davis; 2<sup>nd</sup> by Mr. Thompson to approve Resolution 2024-022. Motion carries 8-0.
- l. **Motion to approve N/A to utilize the Darby Recreation Center:** Motion to approve the N/A to utilize the Recreation Center on a three month probationary period made by Ms. Butts; 2<sup>nd</sup> by Ms. Davis. Motion carries 8-0.

### **COMMUNICATIONS & REPORTS:**

- a. Fire Chiefs Report: See attached.
- b. Tax Collectors Report: See attached. Motion to transfer \$65,070.71 from the Tax Fund to the Sewer Fund made by Ms. Williams; 2<sup>nd</sup> by Mr. Robinson. Motion carries 8-0.
- c. Solicitors Report: No Report
- d. Police Chiefs Report: See attached.
- e. Managers Report:
  1. Motion made by Ms. Davis; 2<sup>nd</sup> by Ms. Stockley to reject the bid for 1000 Main Street. Motion carries 8-0.
  2. Motion made by Ms. Davis; 2<sup>nd</sup> by Mr. Thompson to re-advertise the bid for 1000 Main Street. Motion carries 8-0.
  3. Motion made by Mr. Thompson; 2<sup>nd</sup> by Mrs. Williams to advertise the sale of the property located at the corner of Mill & New Walnut. Motion carries 8-0.

Motion to accept the Fire Chief, Tax Collector, Police Chief and Managers Reports made by Ms. Butts; 2<sup>nd</sup> by Ms. Davis. Motion carries 6-0.

**ADJOURNMENT**

Motion to adjourn made by Ms. Davis; 2<sup>nd</sup> by Ms. Stockley. Motion carries 8-0.

Respectfully Submitted,

Mark Possenti  
Manager/Secretary  
Borough of Darby

# MEMORANDUM

CIVIL COLLABORATIVE CONCEPTS, LLC

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

**DATE:** 14 November 2024  
**TO:** Darby Borough Council  
**FROM:** Eileen W. Mulvena, P.E.  
**RE:** Engineer's Report Thru November 14, 2024

## Current Month Activity:

### Ordinary Street and Sewer Maintenance

Ordinary Street and Sewer Maintenance contracts expire at the end of the year (although there is the opportunity to extend for 3 months).

### 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.

The 2024 Paving Program has been completed.

### Grants

**COVID 19 ARPA Capital Projects Fund Multipurpose Community Facilities Program – the grant awards were announced and the Borough was not successful in receiving a grant. Three awards were made in Delaware County and one was the Darby Library.**

Delaware County Blight Remediation –. A grant application was prepared and submitted for the demolition of 225 N. 10<sup>th</sup> St and for the stabilization of the properties on either side. These funds will supplement the remaining funds from the Borough's state Blight Remediation grant. This application is on hold for 30 days.

CFA 2022 Local Share Grant (Statewide): Eagle Contracting completed this project on N. 2<sup>nd</sup> St.

2022 PA Small Water and Sewer Grant – The Borough received the executed contract under this grant in the amount of \$498,116 which enables sanitary sewer work to be done on 14<sup>th</sup> St and 12<sup>th</sup> St. It also funds a portion of N. 2<sup>nd</sup> St.

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 7<sup>th</sup> St. We received notice of a \$2,000 grant award. I will work with Mark to use the grant proceeds and the \$2,000 Borough match most effectively.

**2023 Local Shares Statewide Grant: The Borough received an award to accomplish sanitary sewer improvements on N. 3<sup>rd</sup> St. in the amount of \$350,000.**

**2024 Local Shares Statewide Grant:** Applications are due November 30.

**Motion: Pass Resolutions to apply for 1) the HVAC replacement at the Community Center and 2) infrastructure improvements on Chestnut St.**

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. 5<sup>th</sup> St.

Delco Greenways Grant Round 4: The Borough received this grant for a value up to \$250,000 for the construction of a playground for children 5-12 years of age on the lots known as 28/30 S. 5<sup>th</sup> St.

2023 Community Project Fund Grant: Mark and I had a kick-off meeting for this grant on Monday, September 16 for the replacement of the sanitary sewer main and street laterals on Fern St. between 4<sup>th</sup> Street and Damon's Lane. The grant is for \$657,026.

**2022 CDBG:** Contract preparation is in progress for the infrastructure improvements on 14<sup>th</sup> St.

2023 CDBG: The Borough has received the Notices to Proceed for the following: Priority project was Sanitary Sewer Improvements to 12<sup>th</sup> St; Alternate project was storm sewer improvements on New Walnut St.

2024 CDBG: The pre-bid meeting with Delaware County OHCD was held on August 12, 2024 for the two projects awarded to the Borough: priority application addressing the reconstruction and resurfacing of N. 2<sup>nd</sup> 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.

**Blight Remediation Grant:**

The CFA Board approved the Borough's request to use the remaining grant funds for the demolition of 225 N. Tenth St. and the stabilization of the adjacent properties. This project will move forward if the new owner does not submit the required paperwork to rehabilitate the property.

MS4 (Municipal Separate Storm Sewer System): The annual report was submitted on 9/28/24.

**Stormwater Tip:**

Under the MS4 Program, the Borough is required to incorporate the following six elements (known as minimum control measures, or MCMs) into our stormwater management programs:

- Public education and outreach
- Public involvement and participation
- Illicit discharge detection and elimination
- Construction site runoff control
- Post-construction stormwater management in new development and redevelopment
- Pollution prevention and good housekeeping for municipal operations and maintenance

Each MCM has a series of suggested best management practices (BMPs) associated with it to guide in program development, tracking, and reporting.

## October Chief's Report

Dear Mr. Mayor and Borough Council members,

During the month of October, the company responded to 96 calls for service. There were no working fires in Darby Borough.

With the colder weather upon us, please BEFORE you turn your heat on for the season, have your heat system serviced! Carbon monoxide safety is very important this time of year, so ensure you have detectors and new batteries! Also, DO NOT use your kitchen stove as a heat source to warm your home, this is a very common cause of residential fires!

\*\*\*\*\*FUTURE EVENTS\*\*\*\*\*

Nothing currently scheduled.

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Be Safe and Stay Healthy!

A handwritten signature in black ink, appearing to read 'V. Lanni', with a long horizontal stroke extending to the right.

Vincent Lanni

Fire Chief

Darby Fire Co. #1

# Tax Collector's Monthly Report to Taxing Districts

For the month of October 2024

## Darby Borough

	REAL ESTATE	INTERIM OTHER	PER CAPITA OTHER	OTHER
<b>A: COLLECTIONS</b>				
1: Balance Collectable- Beginning of Month	875,935.98	44,998.64	17,999.54	
2A: Additions: During the Month *				
2B: Deductions: Credits During the Month (Line 17)				
3: Total Collectable	875,935.98	44,998.64	17,999.54	
4: Less Face Collections for the Month	33,925.28	1,742.79	697.12	
5: Less Deletions from the List *				
6: Less: Exonerations *				
7: Less: Liens/ Non-Lienable Installments *				
8: Balance Collectable - End of Month	842,010.70	43,255.85	17,302.42	
<b>B: RECONCILIATION OF CASH COLLECTED</b>				
9: Face Amount of Collections - must agree with line 4	33,925.28	1,742.79	697.12	
10: Plus: Penalties	-3,296.71	-169.38	-67.74	
11: Less: Discounts	19.17	0.98	0.39	
12: Total Cash Collected per Column	37,202.82	1,911.19	764.47	
13: Total Cash Collected - (12A+12B+12C+12D)				39,878.48

\* Attach any supporting Documentation Required by your Taxing District



# Tax Collector's Monthly Report to Taxing Districts

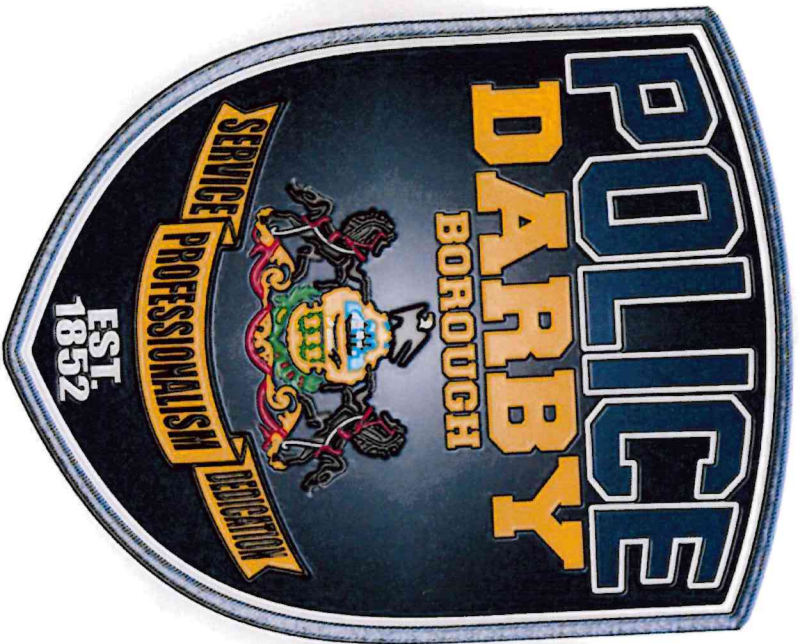
For the month of October 2024

## Darby Borough

A: COLLECTIONS	REAL ESTATE	INTERIM	PER CAPITA	OTHER
		OTHER	OTHER	
1: Balance Collectable- Beginning of Month	1,399,213.79	365,738.64		
2A: Additions: During the Month *				
2B: Deductions: Credits During the Month (Line 17)				
3: Total Collectable	1,399,213.79	365,738.64		
4: Less Face Collections for the Month	59,338.07	16,752.79		
5: Less Deletions from the List *				
6: Less: Exonerations *				
7: Less: Liens/ Non-Lienable Installments *				
8: Balance Collectable - End of Month	1,339,875.72	348,985.85		
<b>B: RECONCILIATION OF CASH COLLECTED</b>				
9: Face Amount of Collections - must agree with line 4	59,338.07	16,752.79		
10: Plus: Penalties	-5,766.18	-1,630.88		
11: Less: Discounts	33.54	8.88		
12: Total Cash Collected per Column	65,070.71	18,374.79		
13: Total Cash Collected - (12A+12B+12C+12D)				83,445.50

\* Attach any supporting Documentation Required by your Taxing District





October 2024 Calls for Service

# October 2024 & YTD Statistics

- October 2024 calls for service: 1,497
- 2024 total calls for service totals: 12,625