

**BOROUGH OF DARBY  
BOROUGH COUNCIL MEETING  
December 18, 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, Alfred Robinson, Janice Davis, Edna Stockley & Omar Thompson. Also present was Mayor Burrell, Borough Manager Mark Possenti, Chief Joseph Gabe, Solicitor Charles Gibbs & Borough Engineer Mulvena. Cheryl Butts & Jennifer Parks were absent.

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

Pledge of Allegiance

**PUBLIC COMMENT:**

John & Jan Haigis, 1006 Main Street: Inviting everyone to the Jolly Trolley Christmas tour.

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

**NRO:**

William Barrera, 115 N. 5<sup>th</sup> Street: To operate a Carpet Restoration Specialist Business. 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. Hill; 2<sup>nd</sup> by Mrs. Williams. Motion carries 7-0.

**ENGINEERS'S REPORT:**

See Attached.

Motion made by Ms. Davis; 2<sup>nd</sup> by Mr. Thompson to approve Resolution 2024-024 (CDBG Grant Application) Priority Project – New Walnut Street Updates, Alternate Project – Sanitary Sewer Work – Berbro Street. Motion carries 7-0.

**MAYOR'S REPORT:**

Mayor wished everyone Happy Holidays.

Approval of November 20, 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. Robinson; 2<sup>nd</sup> by Mr. Thompson. Motion carries 7-0.

**NEW BUSINESS:**

- a. **Paid Bills – December 2024:** Motion made by Ms. Hill; 2<sup>nd</sup> by Mr. Thompson to pay the bills for the month of December 2024. Motion carries 7-0.
- b. **Approval of the 2025 Final Budget:** Motion made by Ms. Davis; 2<sup>nd</sup> by Mr. Thompson to approve the 2025 Final Budget. Motion carries 6-1. Ms. Stockley voted No.

- c. **Motion to approve Ordinance #815 (2025 Tax Levy):** Motion made by Ms. Davis; 2<sup>nd</sup> by Mrs. Williams to approve Ordinance #815. Motion carries 7-0.
- d. **Motion to move Police Officer 2024-47 into the DROP Program effective January 1, 2025:** Motion made by Ms. Davis; 2<sup>nd</sup> by Ms. Hill to approve moving the Officer into the DROP Program. Motion carries 7-0.
- e. **Motion to hire Ryan Millay as a Full Time Patrol Officer for the Darby Borough Police Department effective January 1, 2025:** Motion made by Mr. Robinson; 2<sup>nd</sup> by Mrs. Williams. Motion carries 7-0.
- f. **Motion to hire Constance Finney as a Full Time Patrol Officer for the Darby Borough Police Department effective January 1, 2025:** Motion made by Ms. Davis; 2<sup>nd</sup> by Mrs. Williams. Motion carries 7-0.
- g. **Resolution 2024-023 (934 Main Street):** Motion made by Ms. Davis; 2<sup>nd</sup> by Mr. Thompson to approve Resolution 2024-023. Motion carries 6-1. Ms. Stockley voted No.
- h. **Motion for Permission to Advertise 2025 Public Meeting Schedule:** Motion made by Mr. Thompson; 2<sup>nd</sup> by Ms. Hill. Motion carries 7-0.
- i. **Motion to approve 932 Ridge Avenue, 1009 Center Street and 216 North 9<sup>th</sup> Street for Handicap Parking:** Motion made by Ms. Davis; 2<sup>nd</sup> by Ms. Hill to approve the handicap parking spaces. Motion carries 7-0.
- j. **Motion to hire Jemima Acquah as a Crossing Guard at \$15.00/hour:** Motion made by Ms. Hill; 2<sup>nd</sup> by Mrs. Williams to approve. Motion carries 7-0.
- i. **Motion to hire Anthony Pisani as a Turnkey at \$15.00/hour:** Motion made by Mrs. Williams; 2<sup>nd</sup> by Ms. Hill to approve. Motion carries 7-0.
- j. **Appointed Commissions:** Motion made by Mr. Thompson; 2<sup>nd</sup> by Mrs. Williams for the Borough Solicitor to research the fitness of duty of the Zoning Hearing Board Members responsibilities and roles. Motion carries 6-1. Ms. Stockley voted No.

#### **COMMUNICATIONS & REPORTS:**

- a. Fire Chiefs Report: See attached.
- b. Tax Collectors Report: See attached. Motion to transfer \$29,143.37 from the Tax Fund to the Sewer Fund made by Ms. Davis; 2<sup>nd</sup> by Mr. Thompson. Motion carries 7-0.
- c. Solicitors Report: Motion made by Mr. Thompson; 2<sup>nd</sup> by Ms. Davis for the Borough Solicitor to take legal action against the Street Sweeper company. Motion carries 7-0. Motion made by Mr. Thompson; 2<sup>nd</sup> by Ms. Davis to reject the two non-responsive bids for 1000 Main Street. Motion carries 7-0. Motion made by Ms. Hill; 2<sup>nd</sup> by Ms. Davis for the Manager & Solicitor to begin private negotiations with both bidders for the sale of 1000 Main Street. Motion carries 6-1. Ms. Stockley voted No.
- d. Police Chiefs Report: See attached.
- e. Managers Report: Discussed the upcoming events at the Recreation Center and wished everyone a Merry Christmas.

Motion to accept the Fire Chief, Tax Collector, Police Chief and Managers Reports made by Mrs. Williams; 2<sup>nd</sup> by Ms. Stockley. Motion carries 7-0.

#### **ADJOURNMENT**

Motion to adjourn made by Ms. Davis; 2<sup>nd</sup> by Mr. Robinson. Motion carries 7-0.

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 December 2024  
**TO:** Darby Borough Council  
**FROM:** Eileen W. Mulvena, P.E.  
**RE:** Engineer's Report Thru December 10, 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 inlet at 11<sup>th</sup>/MacDade has been repaired.

### 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. We have advised the County we wish this application be considered by County Council for funding.

**CFA 2022 Local Share Grant (Statewide):** Eagle Contracting completed this project on N. 2<sup>nd</sup> St. and the final payment has been made.

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 were submitted for Improvements to the Community Center and the Infrastructure Improvements on Brandford Ave. on November 28, 2024.

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.

2025 CDBG: Council will need to pass a Resolution selecting a priority and alternate projects for this grant application, following receipt of public comment.

### **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:**

Can You Replant a Christmas Tree?

For most people, no, you cannot replant your Christmas tree. That is because most people use cut trees, which are impossible to replant. To be able to replant your Christmas tree, you must have a [balled and burlapped tree](#), and it must remain healthy and vigorous during the time it is indoors.

You should also prepare mentally and literally to plant it very soon after [taking it down after Christmas](#); you do not want to waste time and leave the tree lingering indoors.



## November Chief's Report

Dear Mr. Mayor and Borough Council members,

During the month of November, the company responded to 57 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\*\*\*\*\*

Santa Ride Around will occur during the day on 12/21 starting at roughly 10am, please watch social media for the Santa tracker!

\*\*\*\*\*

Be Safe and Stay Healthy!



Vincent Lanni

Fire Chief

Darby Fire Co. #1

# Tax Collector's Monthly Report to Taxing Districts

For the month of

November 2024

Darby Borough

REAL ESTATE INTERIM PER CAPITA OTHER  
 OTHER OTHER

A: COLLECTIONS	REAL ESTATE	FIRE	LIBRARY
1. Balance Collectable- Beginning of Month	840,196.21	43,162.64	17,265.14
2A: Additions: During the Month *			
2B: Deductions: Credits During the Month (Line 17)			
3: Total Collectable	840,196.21	43,162.64	17,265.14
4: Less Face Collections for the Month	52,980.33	2,721.66	1,088.66
5: Less Deletions from the List *			
6: Less: Exonerations *			
7: Less: Liens/ Non-Lienable Installments *			
8: Balance Collectable - End of Month	787,215.88	40,440.98	16,176.48
<b>B: RECONCILIATION OF CASH COLLECTED</b>			
9: Face Amount of Collections - must agree with line 4	52,980.33	2,721.66	1,088.66
10: Plus: Penalties	-5,298.07	-272.20	-108.87
11: Less: Discounts			
12: Total Cash Collected per Column	58,278.40	2,993.86	1,197.53
13: Total Cash Collected - (12A+12B+12C+12D)			62,469.79

\* Attach any supporting Documentation Required by your Taxing District



# Tax Collector's Monthly Report to Taxing Districts

For the month of

November 2024

**Darby Borough**

REAL ESTATE      INTERIM      PER CAPITA      OTHER

A: COLLECTIONS	REAL ESTATE		INTERIM		PER CAPITA		OTHER	
	SEWER	TRASH	OTHER	OTHER				
1: Balance Collectable- Beginning of Month	496,775.52	305,335.00						
2A: Additions: During the Month *								
2B: Deductions: Credits During the Month (Line 17)								
3: Total Collectable	496,775.52	305,335.00						
4: Less Face Collections for the Month	26,493.92	15,405.00						
5: Less Deletions from the List *								
6: Less: Exonerations *								
7: Less: Liens/ Non-Lienable Installments *								
8: Balance Collectable - End of Month	470,281.60	289,930.00						
<b>B: RECONCILIATION OF CASH COLLECTED</b>								
9: Face Amount of Collections - must agree with line 4	26,493.92	15,405.00						
10: Plus: Penalties	-2,649.45	-1,540.50						
11: Less: Discounts								
12: Total Cash Collected per Column	29,143.37	16,945.50						
13: Total Cash Collected - (12A+12B+12C+12D)								46,088.87

\* Attach any supporting Documentation Required by your Taxing District



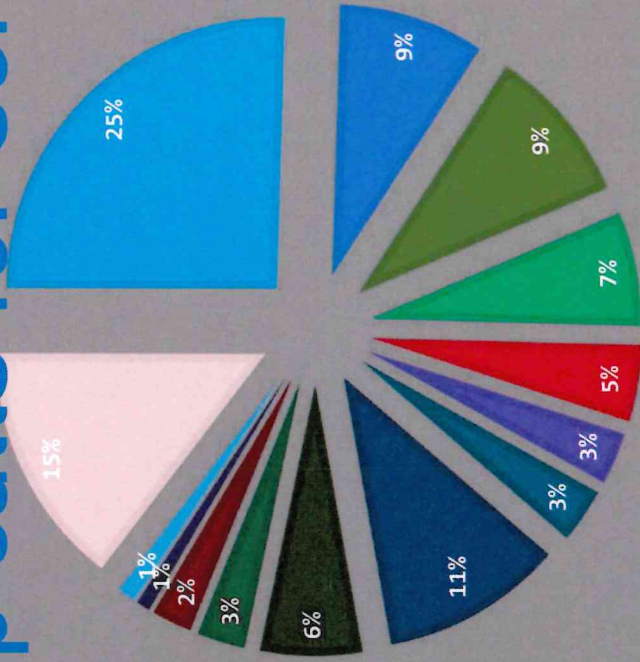


November 2024 Calls for Service

# November 2024 & YTD Statistics

- November 2024 calls for service: 1,477
- 2024 total calls for service totals: 14,104

# Top calls for service



- Area/Building Check (376)
- Medical Emergency (129)
- Traffic & Parking Problems (139)
- Suspicious Person/Circumstance(s) (100)
- Disturbances-Domestic (67)
- Disturbances/Fights/Disputes (46)
- Mental Health (48)
- Public Service/Police Information (161)
- Crossing Guard Info/ Duties (90)
- Abandoned Vehicle (42)
- Motor Vehicle Accidents (35)
- 911 Hang up (12)
- Alarms (16)
- All other calls (216)

- Area/Building check
- Domestic Disturbance
- Crossing Guard Duties
- Alarms
- Medical Emergency
- Disturbance/Fights
- Abandoned Vehicles
- Other calls
- Traffic & Parking
- Mental Health
- Accidents
- Suspicious Conditions
- Police Information
- 911 Hang Up

Top calls for service account for 82.87 % of November 2024 calls.