

**BOROUGH OF DARBY  
BOROUGH COUNCIL MEETING  
October 19, 2011**

The Darby Borough Council met at Borough Hall on the above date with the following members present: President Janice Davis, Vice President Howard Blackson, Jr., Ms. Ruby Robinson Munden, Mr. Donald Deigh, Mrs. Jennifer Parks, Ms. Darlene Hill, Mrs. Marie Howells and Ms. Edna Stockley. Also present were Mayor Helen Thomas, Borough Manager Mark Possenti, Solicitor Raymond Santarelli, Police Chief Robert Smythe & Borough Engineer Eileen Mulvena. Mr. Patrick McKenna was absent.

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

Pledge of Allegiance.

**PUBLIC COMMENT:**

No Comment

**NRO's:**

Jamella Rowell, 303 Main Street; to operate a Hair Salon. Approved pending final Code inspections made by Mrs. Howells; 2<sup>nd</sup> by Mr. Blackson. Motion carries 8-0.

Hung Cong Trinh, 877 Main Street; Change of ownership. Approval made by Mrs. Howells; 2<sup>nd</sup> by Mr. Blackson. Motion carries 8-0.

Yolanda Porter, 319 Poplar Street; to operate a family day care. Approved pending final Code inspection made by Ms. Munden; 2<sup>nd</sup> by Mrs. Howells. Motion carries 8-0.

Floyd Anderson, 516-518 Main Street; to operate a coin operated Laundromat. Approved made by Mrs. Howells; 2<sup>nd</sup> by Ms. Munden. Motion carries 8-0.

**ENGINEERS REPORT:**

See Attached.

Motion to authorize NDI to advertise and complete the application when needed to utilize CDBG Funds for the demolition of 1018 Lawrence Avenue made by Mrs. Howells; 2<sup>nd</sup> by Ms. Hill. Motion carries 8-0.

Motion to authorize the Borough Solicitor to prepare and advertise an Ordinance regarding Street Opening Restoration made by Mrs. Howells; 2<sup>nd</sup> by Ms. Hill. Motion carries 8-0.

Motion to authorize the Borough Solicitor to amend and advertise the Flood ordinance adding the Substantial Flood insurance made by Ms. Hill; 2<sup>nd</sup> by Mr. Deigh. Motion carries 8-0.

Motion to authorize to utilize the Delaware County Energy Grant of \$15,000 for the Public Works Garage doors and lights until the monies are exhausted made by Mrs. Parks; 2<sup>nd</sup> by Mrs. Howells. Motion carries 8-0.

Motion to authorize NDI to prepare and advertise the bids for the Highway garage doors and lights made by Mrs. Howells; 2<sup>nd</sup> by Mr. Blackson. Motion carries 8-0.

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

**MAYORS REPORT:**

See Attached.

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

**APPROVAL OF MINUTES (9/21/11):**

Motion made by Mr. Deigh; 2<sup>nd</sup> by Mrs. Howells. Motion carries 8-0.

**NEW BUSINESS:**

- a. **Resolution 2011-012 (Red Ribbon):** Motion made by Mr. Deigh; 2<sup>nd</sup> by Mrs. Howells. Motion carries 8-0.
- b. **Permission to Advertise Budget Meeting (10/25/11 at 7pm):** Motion made by Mr. Deigh; 2<sup>nd</sup> by Mrs. Howells. Motion carries 8-0.

**COMMUNICATIONS & REPORTS:**

- a. Fire Chiefs Report: See Attached.
- b. Historical Commission Report: Cover on Old Borough Hall and thanked everyone for OcTrolley Fest.
- c. Ordinance/Zoning: No Report
- d. Community Relations: Mrs. Howells discussed a letter for residents regarding Fall/Winter regulations.
- e. Municipal Services: Mr. Blackson reported that Highway assisted Community Service with the cleaning of alleyways on Sunday, cleaned and cut various vacant lots and prepared the leaf truck for collection.
- f. Public Safety: No Report
- g. Recreation: Reported that there are twenty Universal Circus tickets available for children, Haunted gym on Halloween night and the Senior Brunch on Christmas Eve.
- h. Finance: Motion made by Ms. Munden; 2<sup>nd</sup> by Mr. Blackson to approve the paid bills for the month of October. Motion carries 7-1. Ms. Stockley voted No.
- i. Grants: No Report.
- j. Solicitors Report: No Report

Motion to accept all reports & minutes made by Mrs. Howells; 2<sup>nd</sup> by Mr. Deigh. Motion carries 8-0.

**BOROUGH MANAGER CORRESPONDENCES:**

Mr. Possenti read a thank you from American Red Cross and the flyer going to residents regarding the Alleyways.

**COUNCIL PRESIDENTS COMMENTS & ANNOUNCEMENTS:** Discussed events going on at the Recreation Center.

**ADJOURNMENT**

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

Respectfully Submitted,

Mark Possenti  
Manager/Secretary  
Borough of Darby



## Darby Borough Police Department

821 Summit Street  
Darby, PA 19023  
610-586-1100  
Fax 610-461-5600

Robert F. Smythe  
Chief of Police  
Helen R. Thomas  
Mayor

October 19, 2011

Hope everyone is enjoying the fall season {less the rain} and are getting ready for the winter months: Here are some reminders in regards to preparing for those cold /snowy days: Get your vehicle checked up, make sure your wipers, batteries and tires are in order. In your home; make sure your heater is in proper working condition, windows and doors are in good condition, contact the County if you need assistance, and make sure you have items in case of emergencies, like flashlights, blankets, candles etc. Also, a word of caution when using a portable space heater, keep it away from combustible items and monitor it when it's in use.

We can't forget about Trick or Treating next week. We must remind our children about safety during this time: Beware of strangers, travel with adults or stay with a group, don't eat anything that looks suspicious like open boxes of candy. Always be mindful of automobile traffic and avoid walking in the middle of the streets. If they're places where you can get your goodies checked before eating, do it. *Candy check will be at the*

*RECREATION CENTER 1020 RIDGE AVE. OCT 31<sup>ST</sup>. STARTING AT 6:30 TO 8:30*

The recently hired part-time officers are coming along well in their training. We were lucky in finding officers who had previous experience in law enforcement. This gives our training officers a leg up in getting a well trained officer on the street.

Lastly, the Police Dept. would like to thank all of our good citizens who have volunteered their services in the last months in making our community events a success. Thanks again.

# MEMORANDUM

## WALTON, MULVENA & ASSOCIATES

100 Grove Rd. PO Box 518 Thorofare, NJ 08086

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

Division of NOI ENGINEERING COMPANY



**DATE:** 19 October 2011  
**TO:** Darby Borough Council  
**FROM:** Eileen W. Mulvena, P.E.  
**RE:** Engineer's Report Thru October 19, 2011

### FY 2011 Ordinary Street and Sewer Maintenance Program

Contracts for A. F. Damon and JMC Contractors, the low bidders on the sewer and street work respectively, have been executed. No contract amount is recommended at this time. Bonds will be required from the contractor if work is identified. We suggest that a project be submitted to PennDOT for approval for use of two years' County Aid. Wycombe between 10<sup>th</sup> and MacDade and Ridge starting at 9<sup>th</sup> and continue equally north and south until the money is exhausted.

### 1018 Lawrence Avenue

If Council wishes to demolish this property using CDBG funds, a motion authorizing the advertisement and application would be needed. We will need copies of the notification to the property owner and accompanying reports and photos of the property.

### Delaware County Municipal Pollution Group Pollution Liability Insurance Program

You may already participate in the Delaware County group-purchasing program to provide Pollution Remediation and Liability coverage for municipalities. If not, you may wish to investigate this program. Some examples of situations covered by the program are cracks in sewer trunk lines that result in sewage leaks; trees or other falling objects rupturing sewer lines, resulting in pollution of surrounding land and bodies of water; and sewer backups that result in third-party bodily injury (sickness) or property damage caused by a pollutant (sewage). The deadline for enrolling in the program is November 15, 2011.

### Utility Renewals

PECO has completed their line renewal program and Aqua will be completed in a few weeks. Please provide a copy of the ordinance requiring restoration of half the roadway for ditches in excess of 20ft in length. We will provide this to the utilities and require them to resurface the roadways. We are not certain that they were aware of the requirement.

### PECO Smart Incentives Rebate Pre-Applications

We prepared five pre-applications for the Borough to reserve rebate funds from PECO's SmartIncentives program toward the following energy-efficiency upgrade projects: interior lighting upgrades at both the Darby Resource Center and Public Works Garage; LED traffic signals along MacDade Blvd (Armour &

Sons); LED traffic signals at other locations in the Borough (Republic ITS), and upgraded street lights. Final applications for the rebates must be submitted by December 31, 2011, unless an extension is granted by PECO.

#### Hazard Mitigation Program Funding

The County has scheduled meetings and notified us of a webinar related to the process for submitting Hazard Mitigation Applications for damages realized as a result of Hurricane Irene. We are available to attend on your behalf and will split the time between any communities we are authorized to participate. Please advise if you wish us to attend.

#### Flood Ordinance

In the fall of 2009, the Borough was required to adopt an updated flood ordinance. DCED provided much guidance on the adoption of this ordinance. I have since learned that there is FEMA funding available to residents who qualify that will support efforts to bring their properties into compliance with the ordinance. The maximum amount available is \$30,000. It is suggested that the ordinance be reviewed to ensure that language covering structures having substantial loss (which was standard language in the DCED ordinance) and repetitive loss (this was optional language and may not have been included) be included in the ordinance. If a resident wishes to pursue this funding, he/she will not be eligible for a structure that has had repetitive loss unless the language is in the Borough's ordinance. If the Borough feels that there are residents who could benefit from this funding, it would be appropriate for the Solicitor to review the flood ordinance and amend it accordingly, if applicable.

#### Delaware County Energy Grant

The Borough has been allocated \$11,400 for the Public Works garage doors (which is the amount of the contractor estimate obtained during the application process) and \$3,600 for lighting upgrades for the Darby Resource Center and the Borough Garage. The estimated cost of the replacement lighting is \$7,900 for the Darby Resource Center and \$5,890 for the lighting upgrades at the Public Works Garage. We have confirmed that you can utilize the allocation for lighting rather than the doors so that all the lighting can be completed. If you wish to proceed with either project at this time, please authorize the purchased of the upgraded lighting. There is likely to be a second allocation from the County and perhaps additional monies for the doors will be made available.

#### Chapter 94 Monitoring Chart

To assist us in tracking information required to complete the Borough's annual Chapter 94 report, we are requesting that the Borough submit information on sewer-related work to us on a monthly basis. We have developed the attached chart that the Borough staff can use to submit this information to us.

#### FY 2009 Sanitary Sewer Cleaning & Televising – Consent Order

We have all three portable meters installed and continue to record flow data at the selected locations. We have had problems getting agreement between what we expected to record based on the Borough's sewer maps against what is actually being recorded. I am going to reach out to DEP to request a time extension.

#### 16 Greenway Demolition Application

BRB will begin the demolition of 16 Greenway on Monday, 10/24, weather permitting.

## Population Report

The Borough's 2011 Population Report was submitted to the Darby Creek Joint Authority on September 30, 2011. To assist us in preparing next year's report, we have asked the Code Dept to review businesses in the Borough in which the count of employees is known. DCJA has asked for the number of sewer units to be determined by employee count; we have determined the sewer count for billing purposes based on DEP guidelines. We want to verify that using an employee count will yield comparable EDU counts. We have also requested that the Code Dept provide us with an up-to-date list of apartment units in the Borough.

We have developed the attached chart to make it easier for Borough personnel to track information required to prepare the annual Population Report. We are suggesting that this chart be updated by the Borough on a monthly basis and then submitted to the Borough Engineer.

## DEP Notification on Demolition Projects

The Pennsylvania DEP is requesting assistance from municipal governments in reminding demolition and renovation contractors that they must submit an Asbestos Abatement and Demolition/Renovation form to the Pennsylvania DEP and EPA at least 10 working days before the onset of a demolition project. The only exception to this requirement is when the demolition is one single-family dwelling and is not part of a larger project, such as a road expansion project or another form of commercial development. A flyer and information about this requirement was provided with last month's report. It is recommended that this information be posted in a visible location at Borough Hall where contractors will see it when they come in to apply for permits, etc.

## Sanitary Sewer Maintenance

### 516-518 Main St. Laundromat

We will be contacting the manufacturer of manhole inserts to have them measure for the inserts to be placed in Borough manholes as a condition of DCJA approval for this business.

### Commerce Street sinkholes

We looked at the tape and at 185ft west of 5<sup>th</sup> St., there is a main problem. The sewer problem is closer to 519 Commerce.

## Manhole Maintenance

The DELCORA metering maintenance contractor has advised us that three of the manholes that have DELCORA meters installed require bench/channel improvements: Pine St., 2<sup>nd</sup> St., and 12<sup>th</sup> St. We can rehabilitate the manholes and make any bench/channel improvements at \$2,500 each. If the Borough wishes to phase these and do one/quarter, we could complete by the end of the calendar year. Please advise how Council wishes to proceed. John Kalin did remove the debris from the bottom of the manhole at 2<sup>nd</sup> St. which had been requested by DELCORA's metering consultant.

## Eastern Delaware County COG Stormwater Initiative

The Project Manager is preparing the plans that were part of the original scope of work to be done under the grant. We eagerly await these plans as it will bring the Borough into compliance on that aspect of the permit.

I have contacted the Executive Director of the Chester Ridley Crum Watershed Association and she has agreed to provide the same services to the Borough that she provides to other municipalities as related to MCM 1, MCM 2, and MCM 6. She performs these services very cost effectively and does a very good

job. She will be preparing a proposal to all the member communities sometime in August. The Borough will need to submit a payment for this service; but, I believe it is less than \$500. If you had continued with the Collaborative, the annual cost is close to \$4,000.

#### Municipal Services Committee Meeting

We would propose that there is benefit in the committee meeting on a monthly basis to review existing conditions and to identify and plan for future improvement and maintenance efforts.

#### Conservation Works! Grant

The lighting contractor is essentially complete with the replacement of fixtures. We have forwarded each lighting outage complaint to the contractor and they are to inspect and report back to us on the problems with each and recommended resolution. We know that there are several lighting locations still requiring action by the contractor.

The pole and mast arm for the flashing signal at 14<sup>th</sup> and Main St. has been installed. The contractor has reported that the signal is now operating.

We still need the police reports for incidents occurring during the last three years at Front and Main Sts. If there have been no accidents, please ask the Chief to document this in a letter. We can then prepare the letter to PennDOT asking that the signal permit be voided.

#### NPDES MS4 Permit

We will continue to provide updates for inclusion on the website and to post in the Borough and other public buildings. In addition, we will continue to forward information that can be attached to building permit applications for those contractors who disturb earth and/or create impervious cover.

#### H2O grant

The Borough's current contract with the state has an effective date of January 2009. The Borough has spent or is close to having spent the required match. We will review the balance of work required to be done by the Borough as the 1/3 match and schedule manhole rehabs.

#### PennDOT curb cut ramp guidance

PennDOT has revised its policy for design approval of curb cut ramps. Applicants are required to complete a design form in advance of receiving a Highway Occupancy Permit for construction. The Code Department should be aware of this new requirement to ensure that applicants are compliant.

#### Sewer Module approval for 416 S. 4<sup>th</sup> St.

As a condition for occupancy approval, the applicant needs to pay Colwyn Borough for the rehabilitation of manholes which was a condition of sewer approval. Please ask for confirmation that both DCJA and Colwyn sewer conditions have been met. A copy of the executed maintenance agreement has been recorded and all parties should be receiving a copy.

#### Notice to Plumbers on Controlling Stormwater Runoff

It is recommended that the Borough notify plumbers of their responsibility to control erosion and sediment pollution as well as stormwater runoff pollution at all job sites. We have provided a brochure to the borough that can be used to alert plumbers and other entities engaged in plumbing activities of their responsibilities in this regard. This brochure should be given to anyone who comes in to the Borough to

apply for a plumbing permit or to register as a plumbing contractor. It should also be included in any Borough mailings to plumbing contractors.

Stormwater Management "Tip of the Month"

Consider xeriscaping your yard. Xeriscape is the practice of landscaping with native plants and plants that adapt well to our area. These plants typically will flourish without the need to use pesticides and fertilizers. Pesticides and fertilizers are big contributors to stormwater pollution. A xeriscape landscape also will lower your water bill because native plants need less water.

# Darby Fire Company #1

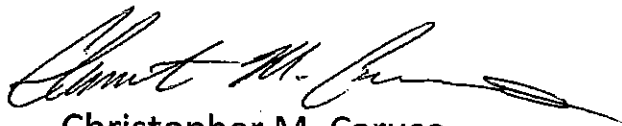
## Chief's Report

### September 2011

#### *48 Calls*

Automatic Fire Alarms	13
Building Fires	12
Gas Leaks	06
Water Rescues	04
Fuel Spills	03
Motor Vehicle Accidents	02
Assist Police	02
Vehicle Accidents	02
Brush Fires	01
Working Fires	03
Darby Borough	41
Collingdale Borough	03
Yeadon Borough	02
Colwyn Borough	02

In Brotherhood:



Christopher M. Caruso  
Chief

On October 8<sup>th</sup> 2011 Darby Fire Company #1 attended the Delaware County Firemen's Association Parade in Tinicum Township. The fire company won 8 trophies;

Best appearing Fire Company overall.

1<sup>st</sup> Place Marching

1<sup>st</sup> Place Marching Band

1<sup>st</sup> Place Advance Life Support Ambulance Association Award

1<sup>st</sup> Place Advanced Life support Ambulance

1<sup>st</sup> Place Dalmatian

2<sup>nd</sup> Place Basic Life Support Ambulance

Special judges award for our antique hand drawn apparatus