

**BOROUGH OF DARBY  
BOROUGH COUNCIL MEETING  
September 21, 2011**

The Darby Borough Council met at Borough Hall on the above date with the following members present: 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 Borough Manager Mark Possenti, Assistant Solicitor John Innelli, Code Official Tom Gaffney, Police Chief Robert Smythe & Borough Engineer Eileen Mulvena. Mayor Helen Thomas, President Janice Davis & Mr. Patrick McKenna were absent.

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

Pledge of Allegiance.

**PUBLIC COMMENT:**

Earl Dexter, 516 Main Street: Asked questions regarding the Darby Laundromat.

Aaron Howells, 417 Pine Street: Asked questions regarding the Mayor's Office Space.

Derek & Vanessa Waters, 625 Pine Street: Discussed trash located at 618 Pine Street. Discussed an issue regarding the School Bus stop in that area.

Gail Boyd, 225 12<sup>th</sup> Street: Discussed the trees in the creek bed, inlets and street lights.

Robert Stalker, 5 S. 13<sup>th</sup> Street: Discussed grass, trash and storm drains.

Sharon Mclenigan, 1142 Chestnut Street: Discussed a tree located on her property.

**NRO's:**

James Bernard, 305 N. MacDade Blvd.; To operate a Mini Market Store. Approved pending final Code inspections made by Mrs. Howells; 2<sup>nd</sup> by Mr. Deigh. Motion carries 7-0.

William Hampton, 850 Summit Street; To operate a Artist Studio Gallery Workshop pending final Code inspections made by Mrs. Parks; 2<sup>nd</sup> by Mrs. Howells. Motion carries 7-0.

Alexander Albaladejo, 841 Summit Street; To operate a general store grill and deli. Approved pending final Code inspection made by Mrs. Parks; 2<sup>nd</sup> by Mr. Blackson. Motion carries 7-0.

**ENGINEERS REPORT:**

See Attached.

Motion to award Lot 1, 2, 3, 4, 5 & 7 to A.F. Damon made by Mr. Deigh; 2<sup>nd</sup> by Mrs. Parks. Motion carries 7-0.

Motion to award Lot 2, 4, 5, 6 & 8 to JMC Contractors made by Mrs. Howells; 2<sup>nd</sup> by Mr. Deigh. Motion carries 7-0.

Motion to accept the Engineer's Report made by Mr. Deigh; 2<sup>nd</sup> by Mrs. Parks. Motion carries 7-0.

**MAYORS REPORT:**

No Report

**APPROVAL OF MINUTES (8/17/11):**

Motion made by Mr. Deigh; 2<sup>nd</sup> by Mrs. Parks. Motion carries 7-0.

**NEW BUSINESS:**

- a. **Rental Contract Agreement:** Motion to approve made by Mrs. Parks; 2<sup>nd</sup> by Mrs. Howells. Motion carries 6-1. Ms. Stockley voted No.

**COMMUNICATIONS & REPORTS:**

- a. Fire Chiefs Report: See Attached.
- b. Historical Commission Report: No Report
- c. Ordinance/Zoning: No Report
- d. Community Relations: Mrs. Howells discussed Borough Quarterly Meeting and Senator Williams Mobile Constituent Services. She discuss the award presented to Mr. Robert Howells for his dedication to the RBI League.
- e. Municipal Services: No Report
- f. Public Safety: No Report
- g. Recreation: Mrs. Parks reported on an essay contest for Black History month.
- h. Finance: Motion made by Mrs. Parks; 2<sup>nd</sup> by Ms. Munden to approve the paid bills for the month of September. Motion carries 6-1. Ms. Stockley voted No.
- i. Grants: Ms. Hill discussed the grant available through Finish Line for essay writing.
- j. Solicitors Report: No Report

Motion to accept all reports & minutes made by Mr. Deigh; 2<sup>nd</sup> by Ms. Munden. Motion carries 7-0.

**BOROUGH MANAGER CORRESPONDENCES:**

Hurricane Irene Recovery Center being open in Darby Township.

**ADJOURNMENT**

Motion made by Mrs. Parks; 2<sup>nd</sup> by Ms. Munden. Motion carries 7-0.

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:** 21 September 2011  
**TO:** Darby Borough Council  
**FROM:** Eileen W. Mulvena, P.E.  
**RE:** Engineer's Report Thru September 21, 2011

### FY 2011 Ordinary Street and Sewer Maintenance Program

Bids for Ordinary Street and Sewer Maintenance were opened on August 22, 2011 at 7PM. Four bids were received. The scope of work includes maintenance for storm sewers; sanitary sewers; streets; and concrete appurtenances throughout the Borough. Pricing was obtained using both prevailing and non-prevailing wages depending upon the scope of the projects that may arise. Since no projects have been identified and these contracts are indefinite quantity contracts, it is recommended that the following contracts be awarded to the lowest responsible bidders for the various lots and that Performance and Payment Bonds at 100% of the level of effort be required at the time that work is identified:

|  |  |
|--|--|
| Lot 1: Storm Sewer Maintenance (Non-prevailing wage):    | A.F. Damon, Co., Inc., Upland, PA  |
| Lot 2: Time & Material Rates (Non-prevailing wage):      | A.F. Damon, Co., Inc., Upland, PA<br>JMC Contractors, Inc., Glen Mills, PA |
| Lot 3: Street Maintenance (Non-prevailing wage):         | A.F. Damon, Co., Inc., Upland, PA  |
| Lot 4: Sanitary Sewer Maintenance (Non-prevailing wage): | JMC Contractors, Inc., Glen Mills, PA                                      |
| Lot 5: Time & Material Rates (Prevailing wage):          | A.F. Damon, Co., Inc., Upland, PA<br>JMC Contractors, Inc., Glen Mills, PA |
| Lot 6: Sanitary Sewer Maintenance (Prevailing wage):     | JMC Contractors, Inc., Glen Mills, PA                                      |
| Lot 7: Street Maintenance (Prevailing wage):             | A.F. Damon, Co., Inc., Upland, PA  |
| Lot 8: Storm Sewer Maintenance (Prevailing wage):        | JMC Contractors, Inc., Glen Mills, PA                                      |

Lots 2 and 5, the Time and Material pricing, is awarded to each contractor who is given a contract for specific work; i.e., storm sewer; sanitary sewer; street maintenance. The Time and Material lots are used only if something comes up that was not anticipated and we do not have pricing for that particular scope of work in any of the other Lots.

### PECO Smart Incentives Rebate Pre-Applications

We are preparing pre-applications to ensure that the Borough receives rebates from PECO toward the cost of the energy efficient streetlights that the Borough has installed as well as for the lighting improvements proposed for the Borough's Public Works garage and the Borough's Community Center, should Darby's

energy grant applications with Delaware County be approved. These pre-applications must be submitted no later than September 30, 2011.

#### 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. If you wish to proceed with either project at this time, please authorize preparation of bids and specs. If you wish to hold off until the FY 2012 budget year, please advise and I will notify the County.

#### 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.

#### 16 Greenway Demolition Application

Bids for this project were opened on July 22, 2011 at 9:30AM. There were 4 bidders. The lowest responsible bidder was BRB Contractors of King of Prussia. Contracts have been prepared and sent to BRB; once we receive BRB's bonds and certificate of insurance, we will be sending the contracts to the Borough for signature and then we will schedule a pre-demolition meeting on-site.

#### 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.

#### Population 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.

#### 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 been notified that the light is not 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"

It is important to put trash and recyclable materials in their proper place to help protect lakes, rivers, streams and wetlands from debris.

When trash is not properly disposed of or recycled, it can wash down storm drains or get blown into lakes, rivers, streams and wetlands. Plastic bags and bottles, cans, and trash cause pollution, can harm fish and bird populations, and take away from our enjoyment of our water resources. Litter cleanups also cost us money that could be better spent on other purposes.

Darby Fire Company #1  
Chief's Report  
August 2011

**63 Calls**

|                       |    |
|-----------------------|----|
| Building Fires        | 16 |
| Automatic Fire Alarms | 14 |
| Wires                 | 10 |
| Wash Downs            | 08 |
| HAZMAT                | 03 |
| Service Calls         | 03 |
| Gas Leaks             | 03 |
| Water Rescue          | 02 |
| Fuel Spill            | 01 |
| Assist EMS            | 01 |
| Cover Up (Station 36) | 01 |
| Assist Public         | 01 |
| Investigations        | 01 |
| Vehicle Fire          | 01 |
| <br>                  |    |
| Darby Borough         | 45 |
| Colwyn Borough        | 06 |
| Collingdale Borough   | 06 |
| Yeadon Borough        | 03 |
| Sharon Hill Borough   | 02 |
| Upper Darby Township  | 01 |