

**INDEX**  
**Upper Darby Township Council Meeting**  
**July 15, 2020**

Pledge of Allegiance to the flag of the United States of America	1
Moment of Silence	1
Opening of Meeting	1
Attendance of Council	1
Rules for Meeting Decorum	1
Approval of the Minutes for June 2020	1
Public Forum	1-2
President of Council, Laura A. Wentz	2
The Honorable Mayor Barbarann Keffer	2
<b>Committee Reports</b>	
<b>Finance and Appropriations Committee:</b>	3
Co-Chairs: Robert S. Gwin Jr., Matt Silva	
Members: Danyelle Blackwell, Brian K. Burke	
<b>Treasurer's Report:</b> David Haman, Treasurer	3
<b>Resolution No. 24-20</b> , a Resolution of Upper Darby Township, Delaware County, Pennsylvania to establish regulations for the collection of Business Privilege Taxes; repealing all inconsistent Resolution or parts thereof; providing a severability clause; and providing an effective date	3 10-18
Resolution No. 24-20 is adopted	3
<b>Resolution No. 26-20</b> , a Resolution authorizing the submission of the application for funding from the Commonwealth of Pennsylvania Redevelopment Authority Capital Program (RACP) Grant for the purpose of redeveloping the property located at 7200 Walnut Street as a Community Center.	3 19-20
Motion to approve amended Resolution No. 26-20	4
<b>Resolution No. 27-20</b> , a Resolution of the Township of Upper Darby, Delaware County, Pennsylvania, appointing Debra Nifong, Director of Finance as Tax Collector by Chief Administrative Officer, Vincent Rongione, pursuant to Section 504 of the Home Rule Charter	4 21-22
Amended Resolution No. 27-20 is adopted	4
<b>Motion</b> for a tax assessment appeal for 7305 Sherbrook Blvd, Upper Darby Township	4

Folio No: 16-04-01926-00

Approval of Motion 4

**Motion** for a tax assessment appeal for 7066 Veronica Road, Upper Darby Township  
Folio No: 16-03-01812-00

Approval of Motion 4

**Motion** for a tax assessment appeal for 6741 Short Street, Upper Darby Township  
Folio No: 16-01-01366-00

Approval of Motion 5

**Law and Government & Rules and Procedures Committee** 5

Co-Chairs: Michelle Billups, Matt Silva  
Members: Danyelle Blackwell, Sheikh M. Siddique

**Public Hearing for Ordinance No. 3074**, an Ordinance of Upper Darby Township, Delaware County, Pennsylvania, setting personnel policies for Township employees regulating their use of electronic communication and information devices; repealing all inconsistent Resolutions or parts thereof; providing a severability clause; and providing an effective date . 5  
23-27

Adoption of Ordinance No. 3074 5

**Public Hearing for Ordinance No. 3075**, an Ordinance of Upper Darby Township, Delaware County, Pennsylvania, setting personnel policies for Township employees regulating their use of social media; repealing all inconsistent Resolutions or parts thereof; providing a severability clause; and providing an effective date 5-6  
28-32

Ordinance No. 3075 is **TABLED** 6

**Public Hearing for Ordinance No. 3079**, an Ordinance of Upper Darby Township, Delaware County, Pennsylvania, providing for all meetings of Township Council to be public and amending Section 2.03 of the Administrative Code; repealing all inconsistent Ordinances, Resolutions or parts thereof; providing a severability clause; and providing an effective date 6  
33-34

Adoption of Ordinance No. 3079 6-7

**Public Health and Environmental Affairs Committee** 7

Co-Chairs: Matt Silva, Hafiz Tunis Jr.  
Members: Michelle Billups, Sheikh Siddique

**Public Hearing for Ordinance No. 3080**, an Ordinance of Upper Darby Township, Delaware County, Pennsylvania, amending Ordinance No. 2584 permitting the keeping of honey bee hives in the Township, subject to certain conditions and regulations; repealing all inconsistent Ordinances, Resolutions or parts thereof; providing a severability clause and providing an effective date 7  
35-38

Adoption of Ordinance No. 3080	7
Solicitor	8
Old Business	8-9
New Business	9
<b>Adjournment at 10:52 p.m.</b>	<b>9</b>

## COUNCIL MEETING MINUTES FOR JULY 15, 2020

**\*\*\*The video of this meeting can be viewed in its entirety on [youtube.com/upperdarby.org](https://youtube.com/upperdarby.org)\*\*\***

Pledge of Allegiance to the flag of the United States of America  
Moment of Silence for all those lost in recent months

### Attendance of Council

Robert S. Gwin Jr. (RG), Brian K. Burke (BB), Danyelle Blackwell (DB), Michelle Billups (MB), Sheikh Siddique (SS), Lisa Faraglia (LF), Donald P. Bonnett (DPB), Thomas P. Wagner (TW), Laura A. Wentz (LW), Hafiz Tunis Jr. (HT)

Matt Silva (MS), excused

### Present at the Meeting

Barbarann Keffer, Mayor  
Vincent A. Rongione Esq., CAO  
Sean P. Kilkenny, Esquire  
Courtney N. Richardson, Esquire  
Alexis Cicchitti, Chief Municipal Clerk  
David Haman, Treasurer

### Rules for Meeting Decorum

**Rule out of order scandalous, impertinent, and redundant comment or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting, including the questioning of, or polling of, or debating with, individual members of the Board.**

### Approval of May 2020 Minutes

Committee Meeting of June 3, 2020 DB/MB Approved unanimously.  
Council Meeting of June 17, 2020 SS/MB Approved unanimously.

### Public Forum

Bart Everts, 7543 Parkview Road

The CAO added that special attention is being paid to cleaning up the 69<sup>th</sup> Street area on both the streets and the sidewalks. BB asked that the same attention be given to the business districts in the other end of the Township as well.

Andrew Hayman, 309 Edmonds Avenue  
Nicholas Hoyt, 300 Edmonds Avenue  
Cristina Brady, 46 Ashby Road  
Jason Keiner, 216 Glencoe Road  
Gerald Harrison, 29 S. Kirklyn Avenue

Dolores Lombardi, 29 S. Kirklyn Avenue  
Cherena Lloyd, 236 Parker Avenue  
David Neill, 432 Burmont Road  
Anna Rogers, 105 Margate Road  
Paulann Sabatino, 3726 Garrett Road

Gina Mariano, 209 N. Bishop Avenue, Township landscaping issues  
Mayor Keffer stated that she is not aware of any contract and that the Administration is being cautious, especially due to COVID-19, with money and flowers have not been purchased for any areas. LF will provide the name of the contractor who did the landscaping.

There was discussion about various places in the Township where private contractors maintained plantings and flowers in the past and if TWU could file a grievance with an outside contractor doing work. The various islands throughout the Township and who should do the maintenance on them was discussed.

RG suggested that volunteers could do some of the plantings as well and suggested developing a plan that doesn't cross boundaries with the TWU workers. LW also mentioned the Shade Tree Commission and Tree Tenders becoming involved.

Vote to continue comments: DPB/HT. All in favor except for RG; 9 in favor, 1 opposed

Nicholas Faraglia, 268 Gramercy Drive

The CAO stated that Township residents and outside people were hired for summer jobs. Many interviews t

David Milay, 1001 Green Lane  
Peggy Bradin Wilson, 824 Drexel Avenue

Thomas Micozzie, 303 N. Oak Avenue

Solicitor Richardson read a section of the Home Rule Charter that made the Mayor's responsibilities clear.

Janice Haman, 727 Stanbridge Road

Joe Clark & Sadie Thomas, 75 Houston Road  
LW will consider their request for a hobby vehicle Ordinance

Tina Hamilton, 4715 Woodland Avenue

### **Council President, Laura Wentz**

LW thanked the Township for continuing the Food Share Program and hopes the additional \$600 per week from The Heroes Act for those who are unemployed gets extended.

### **Mayor Barbarann Keffer**

Regarding comments from the Public Forum; Governor Wolf issued a directive to mitigate the resurgence of the virus and people shouldn't be gathering in groups of more than 25 people so Council meeting cannot yet be held in person.

The Administration is working on a plan to open the building in a safe manner. Residents may call for a permit or to drop off a tax bill. Call 610-352-4100 for guidance to the correct department.

Public Works and License and Inspections continue to work together through the Focus Zone Program whereby the Property Maintenance violations in our own Township infrastructure are addressed in a systematic and proactive way. Mayor Keffer asked for patience as the Township continues to work to improve the program. Inspectors are not ticketing for trashcans without lids.

We continue to live with Coronavirus and its ripple effects on our families, lifestyles, livelihoods and the economy. Another repercussion of the pandemic is its effect on mental health. In addition to the pandemic, this year has been really tough for people in the wake of the murder of George Floyd. This month is BIPOC Mental Health Awareness Month. BIPOC stands for black, indigenous and people of color. Mayor Keffer read the BIPOC Proclamation.

**\*Proclamation attached**

### **Committee Reports**

#### **Finance and Appropriations Committee:**

Co-Chairs: Robert S. Gwin Jr., Matt Silva

Members: Danyelle Blackwell, Brian K. Burke

**Treasurer's Report:** David Haman, Treasurer

**\*A copy of the Treasurer's Report is attached**

**Resolution No. 24-20**, a Resolution of Upper Darby Township, Delaware County, Pennsylvania to establish regulations for the collection of Business Privilege Taxes; repealing all inconsistent Resolution or parts thereof; providing a severability clause; and providing an effective date

Solicitor Richardson gave a brief on Resolution No. 24-20

**Motion to approve Resolution No. 24-20:** (DB/HT)

In response to questions, Solicitor Richardson offered a detailed explanation about the purpose of Section 7A.

Moved and seconded: 10 in favor, 1 excused (MS). **Resolution No. 24-20 is adopted.**

**Resolution No. 26-20**, a Resolution authorizing the submission of the application for funding from the Commonwealth of Pennsylvania Redevelopment Authority Capital Program (RACP) Grant for the purpose of redeveloping the property located at 7000 Walnut Street as a Community Center

Solicitor Richardson gave a brief on Resolution No. 26-20

Mayor Keffer stated that the address is 7000, not 7200 Walnut Street and stated that she is very excited about the project. The Administration is attempting to get state money for this project rather than Capital funds. Point of clarification-RG questioned the dollar amount in the Resolution as it should be \$1.5 million and pointed out a typographical error.

Several other Council members stated their support of the redevelopment of the property. In response to questions of how this will be used as a community center, the CAO stated that the boxing gym will re-start and may host other fitness classes as well. It will also provide community meeting space for community use. This

project is still in the design phase and the Administration is accepting community input for ideas. The Welcome Center programming continue to be very important to the Township.

**AMENDED Resolution No. 26-20**

10 in favor, 1 excused (MS). **Resolution No. 26-20 is adopted.**

**Resolution No. 27-20**, a Resolution of the Township of Upper Darby, Delaware County, Pennsylvania, appointing Debra Nifong, Director of Finance as Tax Collector by Chief Administrative Officer, Vincent Rongione, pursuant to Section 504 of the Home Rule Charter

Solicitor Richardson gave a brief on Resolution No. 27-20

LW asked for further information and the CAO explained that to ensure that the Administration was procedurally correct, they needed to remove John McMullan as Tax Collection and appoint Debbie Nifong, Deputy Director of Finance and Community Development who was working along with John McMullan before he departed Upper Darby Township for a new opportunity. He also spoke of Ms. Nifong's vast experience and her extensive background in Community Development. LW questioned if Ms. Nifong will be appointed as the Director of Finance and the CAO stated that the decision has not be made yet.

DPB stated that the word "**deputy**" needs to be inserted into the caption of the Resolution as Ms. Nifong is not the Director at this time.

HT and MB researched Ms. Nifong on LinkedIn and felt that her resume was very impressive. The CAO added that she had been previously been chosen to be on the Mayor's Planning Commission and a resume had been provided to Council at that time. Following questions regarding the position of Deputy Director and the posting of a potential position for Finance Director, he further explained that the Deputy Director job exists in many other municipalities and that a decision as to whether or not a future Director of Finance will be hired has not been made. The job had been advertised by word of mouth to a small group of people who were interviewed and vetted for the position and Ms. Nifong was one of those people.

Following a request from a Council member that Council be informed of any future job opportunities within the Township, the CAO stated that the Administration would do that. He also explained the separation of John McMullan as Director of the Leisure Services Department in the beginning of this Administration which allowed Mr. McMullan to focus solely on the Finance Department. The position of Director of Leisure Service has been open since the beginning of the year and in the interim, the duties have been shared by several Township employees until the Administration determines how to proceed.

**AMENDED Resolution No. 27-20**

7 in favor (HT, MB, DB, RG, TW, SS, LW), 3 opposed (BB, DPB, LF), and 1 excused.

**Resolution No. 27-20 is adopted.**

**Motion** for a tax assessment appeal for 7305 Sherbrook Blvd, Upper Darby Township  
Folio No: 16-04-01926-00

**Motion moved and seconded: RG/DB; 9 in favor, 1 opposed (BB), 1 excused, (MS). Motion approved.**

**Motion** for a tax assessment appeal for 7066 Veronica Road, Upper Darby Township  
Folio No: 16-03-01812-00

**Motion moved and seconded: RG/MB; 9 in favor, 1 opposed (BB), 1 excused, (MS). Motion approved.**

**Motion** for a tax assessment appeal for 6741 Short Street, Upper Darby Township  
Folio No: 16-01-01366-00

**Motion moved and seconded: RG/HT; 10 in favor, 1 excused, (MS). Motion approved.**

\*\*There was a discussion amongst Council members regarding the above assessments being so low on the properties and LW stated that the school district has already approved these assessments and it would be too costly to appeal. Solicitor Richardson stated that there was an appraiser involved and the appraiser agreed with the assessment as well.

#### **Law and Government & Rules and Procedures Committee**

Co-Chairs: Michelle Billups, Matt Silva

Members: Danyelle Blackwell, Sheikh M. Siddique

**Public Hearing for Ordinance No. 3074**, an Ordinance of Upper Darby Township, Delaware County, Pennsylvania, setting personnel policies for Township employees regulating their use of electronic communication and information devices; repealing all inconsistent Resolutions or parts thereof; providing a severability clause; and providing an effective date

Solicitor Richardson gave a brief on Ordinance No. 3074

A Public Hearing was convened.

#### **Speakers:**

None

The Public Hearing was closed.

**Motion to adopt Ordinance No. 3074: (MB/DB)**

#### **Council Comments**

MB stated that the Committee worked hard on this Ordinance and is in favor of its adoption. BB wanted to be certain that Township employees will have a full understanding of the policy and the CAO stated that there is an existing policy and this is just an update and clarification of that policy.

**A roll call vote was taken:** In favor: HT, MB, DB, RG, BB, SS, LF, DPB, TW, LW  
10 in favor, 1 excused (MS). **Ordinance No. 3074 is adopted.**

**Public Hearing for Ordinance No. 3075**, an Ordinance of Upper Darby Township, Delaware County, Pennsylvania, setting personnel policies for Township employees regulating their use of social media; repealing all inconsistent Resolutions or parts thereof; providing a severability clause; and providing an effective date

Solicitor Richardson stated that there have been some concerns about this Ordinance.

CAO Rongione explained that there was a lot of back and forth on this policy and believed that the policy had been vetted properly. However, some of the bargaining units brought concerns to the Administration about possibly changing some of the language and collectively bargain for some of the disciplinary measures. There were also concerns from some of the labor groups about this Ordinance and when reviewed with labor counsel,



the recommendation to Council is to table the Ordinance and then invite Labor Counsel and the union into the conversation to make sure the language is correct and no constitutional or collective bargaining rights are violated. These concerns were just received in a letter very recently.

LW stated that this Ordinance was advertised so a Public Hearing must be convened and then there could be a Motion to table. Solicitor Richardson advised to move forward with the Public Hearing and then ask for a Motion to table the Ordinance.

A Public Hearing was convened.

**Speakers:**

Joe Clark & Sadie Thomas, 75 Houston Road

The Public Hearing was closed.

**Motion to TABLE Ordinance No. 3075: (RG/HT)**

**Council Comments**

LW stated that the Ordinance will go back to Committee for further discussion and to understand what the union concerns are before being presented with amendments.

**A roll call vote was taken:** In favor: HT, MB, DB, RG, BB, SS, LF, DPB, TW, LW  
10 in favor, 1 excused, (MS). **Ordinance No. 3075 is TABLED.**

**Public Hearing for Ordinance No. 3079**, an Ordinance of Upper Darby Township, Delaware County, Pennsylvania, providing for all meetings of Township Council to be public and amending Section 2.03 of the Administrative Code; repealing all inconsistent Ordinances, Resolutions or parts thereof; providing a severability clause; and providing an effective date

Solicitor Richardson gave a brief on Ordinance No. 3079

A Public Hearing was convened.

**Speakers:**

David Neill, 432 Burmont Road

LW acknowledged that Mr. Neill had previously asked at a public meeting how residents could have a voice on the creation of legislation and that is isn't possible with the way the meetings are currently set up.

Joe Clark & Sadie Thomas, 75 Houston Road

LW explained that the purpose of this Ordinance is to give residents a voice if the first meeting became a workshop meeting.

The Public Hearing was closed.

**Motion to adopt Ordinance No. 3079: (MB/DB)**

## **Council Comments**

TW is vehemently opposed to the portion of the Ordinance (G) and feels that it should be deleted entirely. LW stated that he had the opportunity for input and he had none. MB stated that she asked for input on the Ordinance and that the Committee did work hard. SS believes that the portion of the Ordinance (G) is very appropriate.

LW reminded all Council members to have constituents send in all public comments to [comments@upperdarby.org](mailto:comments@upperdarby.org) with their name and address so that their comments can be read into the minutes. Their comments cannot be read if they send them to individual Council members. DPB agrees with the concept of a Committee Meeting becoming a regular meeting but disagrees with paragraph G and will vote to table the Ordinance.

### **Motion to TABLE Ordinance No. 3079: (DPB/TW)**

**A roll call vote was taken:** In favor: LF, DPB, TW  
Opposed: HT, MB, DB, RG, BB, SS, LW  
3 in favor, 7 against, 1 excused (MS). **Motion to TABLE fails.**

### **Motion to adopt Ordinance No. 3079:**

**A roll call vote was taken:** In favor: HT, MB, DB, RG, BB, LF, SS, LW  
Opposed: DPB, TW  
8 in favor, 2 against, 1 excused (MS). **Ordinance No. 3079 is adopted**

## **Public Health and Environmental Affairs Committee**

Co-Chairs: Matt Silva, Hafiz Tunis Jr.

Members: Michelle Billups, Sheikh Siddique

**Public Hearing for Ordinance No. 3080**, an Ordinance of Upper Darby Township, Delaware County, Pennsylvania, amending Ordinance No. 2584 permitting the keeping of honey bee hives in the Township, subject to certain conditions and regulations; repealing all inconsistent Ordinances, Resolutions or parts thereof; providing a severability clause and providing an effective date

Solicitor Richardson gave a brief on Ordinance No. 3080

### **Speakers:**

Glenn Wilson, 3909 James Street

Solicitor Richardson stated that there is a requirement with the state. Under Section C, it says specifically that no beekeepers may own or maintain an apiary within the Township without first registering and maintaining a current permit for all apiaries with the Department as required by the Pennsylvania Bee Law and it cites the Bee Law as amended.

The Public Hearing was closed.

**Motion to adopt Ordinance No. 3080. (MB/HT)**

LW thanked MS and Solicitor Richardson for all of their research and hard work for this Ordinance.

**A roll call vote was taken:** In favor: HT, MB, DB, RG, BB, SS, LF, DPB, TW, LW  
10 in favor, 1 excused (MS) **Ordinance No. 3080 is adopted.**

**Solicitor**

Solicitor Richardson stated that they have a few pending issues in front of the Township that they are working on and they are also working on the agenda of the Administration to move forward and are here to work with the Administration and keep Council up to date.

\*\*LW add that there was an Executive Session at 6:15 p.m. before tonight's Council Meeting to discuss a lawsuit that was brought against the Township and Council and it is in the process of being resolved.

**Old Business**

HT stated that constituents have stated that Old Business and New Business is always dragged out and he asked if he could make a motion to limit the amount of time allotted to speak to 2 minutes per Council member.

Motion to limit Council comments to 2 minutes: HT/ no one seconded. Motion fails.

RG asked if Resolution No. 25-20 was being discussed and LW told him that it was pulled from the Agenda. The Resolution was to install stop signs on the 500 block of Bloomfield Avenue but it was discovered that traffic signals and stop signs need to be an Ordinance, not a Resolution.

TW stated that the Minutes should reflect the topics that were discussed in the Executive Session.

DPB asked where the Township stood with the Senior Center in Pilgrim Gardens. There was a plan to expand it as there is a high demand for the Center. The Mayor stated that Pilgrim Gardens Senior Center will not re-open. The staff will be moved to the Watkins Center and the Administration is looking to better utilize the existing space at Watkins. The Mayor believes that the Township cannot afford to have the Senior Center there as it is not as busy as believed. The sign-in sheets reflect that approximately 20 people per day are served there and that Senior Center is completely funded by taxpayer dollars. The Watkins Center is funded approximately 90% by COSA. She further stated that it isn't right to have 2 Senior Centers and no Community Center. DPB was vehemently opposed to not re-opening Pilgrim Gardens Senior Center as a Center is needed on that end of town as well. He stated that many of the seniors will not travel to the Watkins Center as they are older and don't like to travel. The CAO stated that it is not purely financial and added that half of those being served in Pilgrim Gardens were not Upper Darby Township residents. He also added that we should not be dividing services on the east end and the west end and that the Township is striving for "one Upper Darby." DPB reiterated that the Center is greatly needed at Pilgrim Gardens as the Watkins Center may be a great facility but it is not centrally located. TW agreed that Pilgrim Gardens needs to remain open for the seniors.

LW stated that she understands that our tax dollars are being utilized to service Havertown residents at the Pilgrim Gardens Senior Center so she agrees with the Administration that consolidating the Senior Centers is ideal as 90% of the money for the Watkins Center comes from COSA.

## New Business

The Mayor and LW stated that John McMullan, departing Director of Finance, was a true asset to Upper Darby Township. He served in multiple capacities during his 16 years of service including Director of Leisure Service and Community Development. They wished him well in his future endeavors. DPB expressed his appreciation for Mr. McMullan's dedication to Upper Darby Township and wished him well.

MB asked about getting meals for homebound seniors and HT stated that he would send information to Council about the Upper Darby Community Outreach Corporation led by Pastor Dave. They do a hot meal program 2 times per week and they do deliver. They also are looking for volunteers and for donations.

Adjournment at 10:52 p.m. RG/DB; All in favor. Meeting Adjourned.

Respectfully submitted,

*Alexis Cicchitti*

Alexis Cicchitti

**\*\*\*The video of this meeting can be viewed in its entirety on [youtube.com/upperdarby.org](https://www.youtube.com/upperdarby.org)\*\*\***

UPPER DARBY TOWNSHIP  
DELAWARE COUNTY, PENNSYLVANIA

RESOLUTION NO. 24-20

**A RESOLUTION OF UPPER DARBY TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA TO ESTABLISH REGULATIONS FOR THE COLLECTION OF BUSINESS PRIVILEGE TAXES; REPEALING ALL INCONSISTENT RESOLUTIONS OR PARTS THEREOF; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

---

**WHEREAS**, the Upper Darby Township Council (“Council”) has enacted The Upper Darby Township Business Privilege Tax Ordinance, Ordinance No. 2879 (“Ordinance”);

**WHEREAS**, Section 9(g) of the Ordinance authorizes the Director of Finance (“Director”) to make rules and regulations consistent with the Ordinance;

**WHEREAS**, the Taxpayer Bill of Rights, 53 P.S. §§ 8421-8438, requires that the Township have regulations governing the conduct of audits and assessments conducted by the Finance Director or his/her authorized agent, and describing the rights and obligations of taxpayers during audit, assessment and review of Business Privilege Taxes;

**WHEREAS**, Council desires to adopt the regulations for the collection of Business Privilege Taxes in accordance with the Taxpayer Bill of Rights; and

**NOW, THEREFORE**, it is hereby **RESOLVED** by the Upper Darby Township Council that the following regulations shall govern the collection of Business Privilege Taxes, and it is hereby **ADOPTED** and **RESOLVED** by authority of same as follows:

**Section 1. Definitions:**

The following words and phrases, when used in these Regulations shall have the meanings ascribed to them:

- a. Administrative Review- an administrative process used by the Finance Department to receive and make determinations on petitions from taxpayers relating to the assessment, determination or refund of Business Privilege Tax
- b. Audit- an inspection of the books and accounting records of a taxpayer by the Finance Director or his/her authorized agent for the purpose of verifying the correct payment of Business Privilege Taxes by the taxpayer. An audit may be

conducted in person at the taxpayer's location, at the Finance Department or by other reasonable means.

- c. Auditor- the Finance Director of Upper Darby Township or his/her authorized agent.
- d. Assessment- an assessment, determination, settlement or appraisal of tax liability issued by the Township
- e. Business Taxes- shall mean Business Privilege Tax or Mercantile License Tax, collectively as imposed by the ordinances of the Township.
- f. Credit- an overpayment made to the Township for Business Tax purposes. A credit may be used to satisfy future Business Privilege Tax obligations upon the written request of the taxpayer and the filing of all required tax returns.
- g. Director- the Finance Director, his or her assigns, and any other third party involved in the collection of Business Privilege Taxes
- h. Initial Inquiry- notice of taxes required to be paid either as a result of a review of tax returns filed no more than three (3) years before the mailing date of the notice or as a result of a determination that the taxpayer failed to file a tax return, underreported income, or failed to pay a tax for one or more of the tax periods covered by in the notice
- i. Jeopardy Assessment- shall mean the determination of tax due by the Finance Director based upon previously filed tax returns or other information available to the Director after the taxpayer has failed to file a required tax return or provide additional information as requested by the Finance Department.
- j. Tax Review Board- the Finance Committee of Upper Darby Township Council
- k. Township- Township of Upper Darby unless specified otherwise.
- l. Other words and phrases may be previously defined within the Upper Darby Township Administrative Code or Ordinances.

## **Section 2. Required Notices**

The Finance Department shall provide written notice to each taxpayer contacted for an assessment, audit, review, jeopardy assessment or initial inquiry. The notice shall contain the following:

“You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling the Upper Darby Township, Finance Department at 610-734-7625 during the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday. The Finance Department shall provide a copy of the applicable Upper Darby Township Ordinances and these regulations to any taxpayer that makes a request at no cost.”

## **Section 3. Notice of Basis of Underpayment.**

The Finance Department will notify the taxpayer, in writing, of the basis for any

underpayment that the Director has determined to exist, including:

- a. The tax period, or periods, for which the underpayment is asserted. The amount of the underpayment shall be detailed by tax period.
- b. The legal basis upon which the Director has relied upon to determine that an underpayment exists.
- c. An itemization of any revisions made by the Director to a return or report filed by the taxpayer that results in the determination of an underpayment.

#### **Section 4. Inspection and Examination**

The Director is authorized to examine the books and records of any taxpayer in order to verify the accuracy of any return made, or if no return was made, to ascertain whether the tax should be imposed and, if so, the amount of tax due.

#### **Section 5. Procedures for the Conduct of an Audit or Administrative Review**

The Finance Department shall follow the following procedures during the conduct of an Audit or Administrative Review of a taxpayer's books and records:

- a. The taxpayer shall be notified in writing of a scheduled audit at least thirty (30) days in advance of the scheduled audit and the written notice shall contain the following information:
  1. The tax years subject to Audit;
  2. the date and time for the audit to be conducted;
  3. the place of the Audit; and
  4. the notice set forth in Section 2 above.
- b. The taxpayer may request that the audit be rescheduled, providing that it shall be rescheduled within a reasonable time;
- c. If the audit is scheduled to be conducted by mail, the taxpayer may request that the audit be conducted in person at the taxpayer's place of business;
- d. The taxpayer may have a representative present during the audit if it is conducted at the taxpayer's place of business;
- e. The Director shall send written notice of its findings and conclusions, including the calculation of any tax, interest and/or penalty found to be due or any credit due, to the taxpayer within thirty (30) days after the completion of the Audit;
- f. The Director may request additional information from the taxpayer in order to complete the audit, which information shall be provided to the tax office within thirty (30) days of the request;
- g. The taxpayer must advise the Director in writing of any dispute or disagreement it has with the audit results within thirty (30) days of the date of the notice from the Director setting forth the audit results;
- h. The taxpayer will have thirty (30) days from the date of the written notice of tax,

interest and/or penalty due to make payment or payment arrangements with the Finance Department;

- i. The Finance Department will not take any action against the taxpayer for a tax year in question until the end of the audit period, including extensions.

### **Section 6. Tax Years in Question**

- a. The Finance Department's Initial request is limited to taxes required to be paid or tax returns required to be filed no more than three (3) years prior to the mailing date of the notice.
- b. If the Director determines that a taxpayer has failed to file a tax return, under-reported income, or failed to pay for one (1) or more of the tax periods covered by the initial request, the Director may make a subsequent request for a tax return or other supporting information for years beyond the initial three (3) year inquiry period.
- c. If a taxpayer has failed to file a required return or pay a tax which was due more than three (3) years prior to the date of a notice, then the three (3) year period will not apply.

### **Section 7. Apportionment- Business Which has Office Inside and Outside Township**

If the taxpayer has a place of business in the Township and one or more places of business outside the Township, only those receipts properly allocable to the place of business in the Township are taxable. Generally, all of a taxpayer's receipts must be attributable to one of its places of business. Receipts will be considered allocable to the place of business in the Township if any significant aspect of the transaction occurs at or arises out of that place of business.

The fact that the receipts from any transaction may be subject to tax in a jurisdiction outside the Township does not necessarily mean that those receipts are not allocable to the Township and subject to this tax. The Township will, however, allow a taxpayer to exclude gross receipts attributable to the office in Upper Darby to the extent Business Privilege Tax is paid on those same gross receipts to another municipality if the taxpayer provides a true, correct and complete copy of the tax return for the like tax paid to the other municipality together with proof of payment.

### **Section 7a. Method of Allocation**

Apportionment of gross receipts will be made under the following formula:

(Total Gross Receipts x apportionment factor) = Gross Receipts apportioned to Pennsylvania.



The apportionment factor shall be the product of averaging the total of the following:

1. Wages, salaries, commissions, and other compensation in Pennsylvania, as a percentage of total wages, salaries, commissions and other compensation.

For the purpose of computing the payroll factor other forms of compensation must be included when relevant. Other forms of compensation may include; self-employment income of a proprietor or a single member of a limited liability company, an active partner's share of partnership income, an active member's share of the income of a limited liability company, or an active shareholder's ordinary income from a S corporation.

2. Value of the tangible personal property and real property owned or leased and situated within Pennsylvania as a percentage of total tangible personal and real property owned or leased. The value of leased property is eight times the annual rental, for the purpose of this calculation.
3. Gross receipts from Pennsylvania sales and/or services, as a percentage of total gross receipts from sales and/or services.

For taxpayers whose only base of operations is located in the Township, the tax base constitutes gross receipts apportioned to Pennsylvania.

For taxpayers with more than one base of operations in Pennsylvania, gross receipts apportioned to Pennsylvania may be further allocated.

### **Section 8. Use of Federal Tax Information**

The Director may require the taxpayer's federal income tax return if the federal tax information is reasonably necessary for the enforcement or collection of Township taxes and the information is not available from other available sources or the Pennsylvania Department of Revenue.

### **Section 9. Books and Records to be Examined.**

- a. Books, journals, invoices, documents and other accounting records utilized by the taxpayer in the ordinary course of business must be kept in a manner which will reflect actual business operations. There must be objective criteria in these books and records, as well as in underlying documents, such as invoices, to support the returns filed by the taxpayer. A taxpayer claiming exemptions or exclusions for any portion of gross receipts must maintain complete records which will support the validity of the claim. Such claims will be disallowed if not sufficiently proven by

the taxpayer.

- b. If records are not available for the entire period requested for review, the Finance Department may utilize whatever information or records are available to reconstruct, as accurately as possible, figures that reflect the business activity of the taxpayer for the period involved.

#### **Section 10. Installment Agreements**

The Director may enter into written agreements with any taxpayer under which the taxpayer is allowed to satisfy a tax liability in installment payments, if the Finance Department on behalf of the Township determines that the agreement will facilitate collection. An installment agreement may be modified or terminated if the taxpayer provided inaccurate or incomplete information, if the collection of the tax is in jeopardy, if there is a significant change in the taxpayer's financial condition, if the taxpayer fails to provide a financial condition update or fails to pay an installment when due.

#### **Section 11. Procedure for Filing and Processing of Refund Claims**

- a. **Refund of Overpayment.** A taxpayer may file a written request with the Finance Department for a refund or credit of any Township business tax within three (3) years of the due date for the tax return, as extended, or one (1) year after actual payment of the tax, whichever is later. For amounts paid as a result of a notice asserting or informing a taxpayer of an underpayment, a written request for a refund shall be filed with the Township Finance Department within (1) year of the date of the payment.
- b. **Interest on overpayment.** All overpayments of tax paid to the Township shall bear simple interest from the date of resolution at the same interest rate as the Commonwealth of Pennsylvania is required to pay pursuant to the Pennsylvania Fiscal Code, except:
  - i. No interest shall be paid if an overpayment is refunded or applied against any other Township tax, interest or penalty due within seventy-five (75) days after the due date of a tax return or within seventy-five (75) days after the actual filing of the tax return, whichever is later; and, no interest shall be paid on overpayments of interest or penalty. Acceptance of a refund check by a taxpayer shall not prejudice the taxpayer from claiming any additional overpayment and interest thereon. The definition of "date of overpayment" and "date of resolution" shall be in accordance with the Taxpayer Bill of Rights.
- c. **Use of Credit.** A credit balance will be automatically applied against any outstanding

tax, including estimates. No refund will be issued if there are any outstanding taxes.

**Section 12. Time for Filing Request for Refund or Appeal**

- a. A request for refund or credit must be filed within three (3) years of the date the filed or due or one (1) year after actual payment, whichever is later.
- b. A petition for review of a denial of a refund or credit must be filed thirty (30) days after the date of the written denial by the Director.
- c. A petition for reassessment of any Business Privilege Tax assessment must be filed within ninety (90) days of the date of the assessment notice from the Director.
- d. Failure to timely file an appeal of an assessment or denial of refund or credit will result in denial of the appeal.

**Section 13. Administrative Review Process**

Any taxpayer may request a review of a determination by the Director, including the denial of a refund or credit or tax due using the following procedure:

- a. Any taxpayer seeking review of a determination by the Director shall file a completed Petition for Review with the Finance Department for a hearing by the Local Tax Review Board.
- b. The Petition for Review shall be on the form provided by the Finance Department and contain the following information:
  - i. Name and business address of the taxpayer;
  - ii. A complete description of the business activity of the taxpayer which gives rise to the tax or to the claimed refund or adjustment;
  - iii. A copy of the assessment or tax return for which review is sought;
  - iv. The taxpayer's written explanation of the reason that the assessment should be changed or a refund should be given; and
  - v. Copies of all supporting documentation for the taxpayer's position.
- c. There shall be no fee charged to the taxpayer for the filing of the Petition for Review or the hearing on the Petition.
- d. A hearing shall be scheduled by the Chairman of the Tax Review Board. The first hearing on a Petition for Review shall be held no less than seven (7) days and no more than 30 days after the completed Petition has been filed. Subsequent hearings, if required, will be scheduled upon agreement of the Board and the taxpayer.
- e. Written notice of the hearing shall be given to the taxpayer, Chief Administrative Officer, and the Director. The notice shall state the time, date and place of the hearing.
- f. A hearing will be conducted by the Tax Review Board in the following manner:
  - i. The Taxpayer that filed the Petition for Review of a determination shall present evidence in support of its petition, including documentation and through witnesses;

- ii. The petitioning taxpayer must prove by clear and convincing evidence their entitlement to a refund or change in assessment;
  - iii. A taxpayer may be represented by an attorney before the Tax Review Board. A corporate taxpayer must be represented by an authorized officer and may have an attorney present;
  - iv. All testimony shall be given under oath;
  - v. A representative of the Finance Department may question any witnesses presented by the taxpayer.
  - vi. A representative of the taxpayer may question any witness presented by the Finance Department;
  - vii. At the conclusion of the evidence presented by the taxpayer, a representative of the Finance Department may present its evidence in support of the determination appealed from; and,
  - viii. The taxpayer at its sole expense may provide for stenographic recordation of the hearing before the Tax Review Board.
- g. The Tax Review Board's decision will be sent to the taxpayer, in writing, within sixty (60) days of the receipt of the completed Petition for Review. The taxpayer may execute a waiver of time to allow the presentation of additional evidence by the taxpayer or at the Review Board's request to allow it additional time to render a decision.
- h. The taxpayer may appeal the determination of the Tax Review Board to the Court of Common Pleas of Delaware County within thirty (30) days of the date of the determination of the Tax Review Board.
- i. No administrative review or judicial appeal will operate to suspend the accrual of penalty and interest from the date the tax was due to the date that the tax is actually paid.

**Section 14. Taxpayer Complaints**

All taxpayer complaints shall be directed to the Director in writing.

**Section 15. Enforcement Procedures**

The Finance Department shall follow the enforcement procedures set forth in the Administrative Code and/or Township Ordinances and may bring legal action for the collection of taxes, penalty and interest as follows:

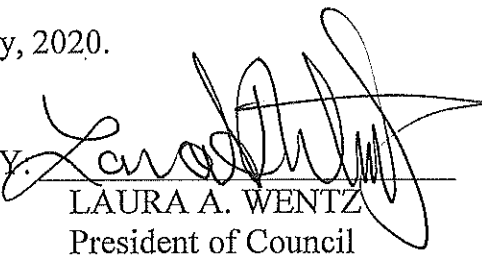
- a. Civil Complaint: The Finance Department may file a civil complaint in District Court or the Court of Common Pleas for all past and current taxes due plus penalty and interest.
- b. Fees and Costs: In all legal actions, the Township will seek to recover court costs and attorney fees.

**SECTION 2. REPEALER.** Any resolutions or parts thereof inconsistent with the provisions of this Resolution are hereby repealed to the extent of the inconsistency.

**SECTION 3. SEVERABILITY.** If any provision of this Resolution is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Resolution.

**SECTION 4. EFFECTIVE IMMEDIATELY.** This Resolution shall become effective immediately following its legal enactment and shall remain in effect hereafter until revised, amended, or revoked by action of the Upper Darby Township Council.

**ADOPTED and RESOLVED** this 15<sup>th</sup> day of July, 2020.

BY:   
LAURA A. WENTZ  
President of Council

ATTEST:   
MICHELLE BILLUPS  
Secretary of Council

Resolution No. 24-20 is hereby approved this 15<sup>th</sup> day of July, 2020

BY:   
BARBARANN KEFFER  
Mayor

ATTEST:   
VINCENT A. RONGIONE, ESQ.  
Chief Administrative Officer

**Upper Darby Township  
Delaware County, Pennsylvania**

**Resolution No. 26-20**

**A RESOLUTION OF UPPER DARBY TOWNSHIP, DELAWARE COUNTY,  
PENNSYLVANIA AUTHORIZING THE SUBMISSION OF THE APPLICATION FOR  
FUNDING FROM THE COMMONWEALTH OF PENNSYLVANIA  
REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (“RACP”) GRANT OF  
\$1,500,000 FOR THE PURPOSE OF REDEVELOPING THE 7000 WALNUT STREET  
PROPERTY AS A COMMUNITY CENTER.**

---

**WHEREAS**, Upper Darby Township is desirous of obtaining funds from the Commonwealth of Pennsylvania’s Office of the Budget in the amount of \$1,500,000 for the redevelopment of the Township owned property at 7000 Walnut Street; and

**WHEREAS**, the Township is the sixth most populous municipality within the Commonwealth, and borders the largest municipality in the Commonwealth; and

**WHEREAS**, the Township does not currently have a Community Center; and

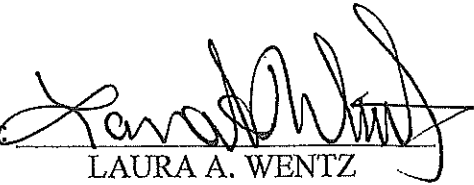
**WHEREAS**, a blighting influence exists due to the deteriorating condition of the current building; and

**WHEREAS**, this Council believes it to be in the interest of the Township to apply for the RACP Grant and utilize the funding for further efforts to create a Community Center in the Township.

**NOW, THEREFORE**, be it **RESOLVED** by the Upper Darby Township Council, and it is hereby **ADOPTED** and **RESOLVED** by authority of same as follows:

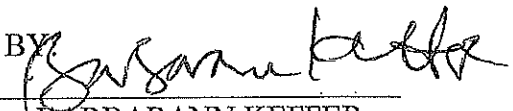
1. The Township is hereby authorized to apply for, execute, and submit a grant application to the Pennsylvania Office of the Budget for the Redevelopment Assistance Capital Program (RACP) and, if successful, to accept the grant funds to be used for the Project as detailed in the grant application.
2. The Township is authorized to provide such assurances, certificates, and supplemental data or revised data that may be requested in connection with the application.


ADOPTED and RESOLVED this 15th day of July, 2020.

BY:   
LAURA A. WENTZ  
President of Council

ATTEST:   
MICHELLE BILLUPS  
Secretary of Council

Resolution No. 26-20 is hereby approved this 15th day of July, 2020.

BY:   
BARBARANN KEFFER  
Mayor

ATTEST:   
VINCENT A. RONGIONE, ESQ.  
Chief Administrative Officer

**UPPER DARBY TOWNSHIP  
DELAWARE COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 27-20**

**A RESOLUTION OF THE TOWNSHIP OF UPPER DARBY, DELAWARE COUNTY, PENNSYLVANIA, APPOINTING DEBRA NIFONG, DEPUTY DIRECTOR OF FINANCE AND COMMUNITY DEVELOPMENT AS TAX COLLECTOR BY CHIEF ADMINISTRATIVE OFFICER, VINCENT RONGIONE, PURSUANT TO SECTION 504 OF THE HOME RULE CHARTER**

WHEREAS, Section 504 of the Home Rule Charter provides that the Chief Administrative Officer has the right to designate another Township official to be tax collector. The Home Rule Charter also provides that the appointed individual shall have all the powers and perform all the duties, and be subject to all the obligations and responsibilities a collector of taxes levied by the Township.

WHEREAS, Resolution 02-20 confirmed and appointed John McMullan, Director of Finance, as tax collector;

WHEREAS, John McMullan resigned from his position as Director of Finance effective June 24, 2020;

WHEREAS, Debra Nifong was hired as the Deputy Director of Finance and Community Development on or about June 22, 2020;

WHEREAS, the Chief Administrative Officer desires that his duties as Tax Collector be delegated to Debra Nifong, Deputy Director of Finance and Community Development;

WHEREAS, the Deputy Director of Finance and Community Development is bonded by Fidelity and Deposit Company of Maryland and Zurich Insurance Company of America until 2021; and

WHEREAS, Council desires to ensure that the duty of Tax Collection is properly delegated;

**NOW, THEREFORE, BE IT RESOLVED** by the Upper Darby Township Council that Upper Darby Township Council approves the confirmation and appointment of Debra Nifong as Tax Collector by Vince Rongione, Chief Administrative Officer

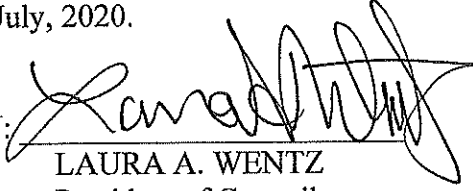
FURTHER RESOLVED, all resolutions or parts thereof inconsistent with this Resolution are hereby repealed to the extent of the inconsistency.




FURTHER RESOLVED, the provisions of this Resolution are declared to be severable. If any provision of this Resolution is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Resolution.

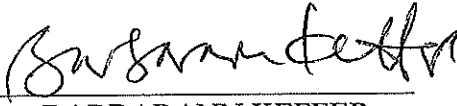
FURTHER RESOLVED, the Resolution shall become effective immediately upon its legal adoption.


**ADOPTED** and **RESOLVED** this 15<sup>th</sup> day of July, 2020.

BY:   
LAURA A. WENTZ  
President of Council

ATTEST:   
MICHELLE BILLUPS  
Secretary of Council

Resolution No. 26-20 is hereby approved this 15<sup>th</sup> day of July, 2020

BY:   
BARBARANN KEFFER  
Mayor

ATTEST:   
VINCENT A. RONGIONE, ESQ.  
Chief Administrative Officer

UPPER DARBY TOWNSHIP

ORDINANCE No. 3074

AN ORDINANCE OF UPPER DARBY TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, SETTING PERSONNEL POLICIES FOR TOWNSHIP EMPLOYEES REGULATING THEIR USE OF ELECTRONIC COMMUNICATION AND INFORMATION DEVICES; REPEALING ALL INCONSISTENT RESOLUTIONS OR PARTS THEREOF; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

---

**WHEREAS**, Upper Darby Township Council (“Council”) desires to regulate the use of Electronic Communication and Information Devices by Township Employees; and

**WHEREAS**, Section 803 (E)(10) of the Home Rule Charter states that personnel policies that are necessary to the Administration of Township personnel must be adopted by Ordinance.

**NOW, THEREFORE**, be it **ORDAINED** by the Upper Darby Township Council as follows:

**I. PURPOSE** The Township provides employees a variety of electronic communication and information devices and systems in order to conduct business and deliver services to the public efficiently and effectively. Employees must work together to ensure the integrity of the Township’s governmental operations and avoid the inappropriate use of these devices and systems. This policy is intended to confirm appropriate, authorized uses of electronic communication and information devices and systems (ECIDS) that are provided by the Township to its employees and/or other officials and contractors for the purpose of performing job functions including communication, customer service, information processing and research, and emergency response. This policy is also intended to help deter unauthorized uses of equipment and unauthorized access to Township information, and avoid the disruption of critical information and communication systems. Employees found to be in violation of this policy may be subject to disciplinary action up to and including termination.

**II. POLICY** The availability and use of ECIDS within the work environment has provided many opportunities for enhancement of productivity and effectiveness. These new technologies also provide the opportunity for rapid transfer and broad distribution of sensitive information that can have damaging effects on many people, including the Township as a local government entity, elected officials, employees utilizing these electronic systems, and other individuals. Therefore, it is the policy of the Township that all ECIDS users, as defined in this policy, abide by the procedures set forth herein. Transmission of electronic messages and information on communications media provided for users shall be treated with the same degree of propriety, professionalism and confidentiality as official written correspondence or public records. Users are hereby informed that communications sent by e-mail or text message may be subject to disclosure under the Right to Know Act or in litigation in Federal or Courts of the Commonwealth of Pennsylvania.

- A. *Electronic Communication and Information Devices and Systems (ECIDS)*: include, but are not limited to, smart phones, tablets, telephones, cellular telephones and 2-way radios; personal computers, office computers, computer network and intranet; computer software, programs and applications; electronic mail and voice mail systems; paging systems; text messages, file sharing systems, electronic bulletin boards; internet services; mobile data/digital terminals and/or computers; and copy machines and facsimile machines owned, leased, or otherwise controlled by the Township.
- B. *Users*: Township employees, elected and appointed officials, authorized contractors and guests approved by the Chief Administrative Officer and/or his/her designee(s), and provided access to ECIDS.
- C. *System Administrator(s)*: The Chief Administrative Officer, and/or his/her designee(s), shall be responsible for all ECIDS and Users, except as may be limited in the Police Department under certain circumstances related to criminal investigations or other sensitive information.

#### **IV. OWNERSHIP**

- A. All ECIDS, temporary or permanent electronic files, and any related systems or devices purchased or leased by the Township are the property of the Township. These include but are not limited to: documents, voice mail and e-mail messages, text messages, images, electronic files, spreadsheets, calendar entries, appointments, tasks and notes that reside in part or whole in any Township ECIDS. The use of any of these devices and systems is a privilege that is subject to revocation.
- B. Users are responsible for ECIDS assigned to them. Users may be held financially liable if ECIDS assigned to their exclusive use becomes lost and/or intentionally or unintentionally damaged or destroyed.
- C. Users are advised that they do not maintain any right to privacy in ECIDS equipment or the contents thereof, including personally owned software (if approved) that may be loaded into Township owned or controlled ECIDS.

#### **V. PROCEDURES AND REGULATIONS**

- A. Township owned and controlled ECIDS are meant for official Township business. Personal use of ECIDS should be kept to a minimum as described later in paragraph V. (F).
- B. Prohibited personal uses include but are not limited to commercial promotional purposes and for-profit business a User may be engaged in, or communication of any material of a political or religious nature. Files, software and systems may not be copied for use for private benefit. Discretionary viewing, downloading and/or transmitting materials or messages (other than required for police business) that involves the use of obscene language, images, jokes, sexually explicit materials or messages that disparage or show hostility or harass any person, organization, group or classification of individuals is strictly prohibited whether or not the recipient has consented to or requested such material. The User shall notify the Chief Administrative Officer if they have been sent such material.

- C. The Township reserves the right to access, for quality control purposes and/or for investigating suspected violations of this policy, data, electronic and voice transmissions of any User. The Township also reserves the right to access any of the records within any Township owned or controlled ECIDS at any time, and to retain or dispose of those records as it deems necessary and appropriate. The Township may also require employees to provide passwords to files that have been encrypted or password protected.
- D. Confidential, proprietary, or sensitive information may be disseminated (or made available through shared directories or networked systems) only to authorized individuals and when there is sufficient assurance that appropriate security of such information will be maintained. Such information includes but is not limited to transmittal of personal information such as performance reviews, complaints, grievances, misconduct, disciplinary information, or related employee information. Individual medical records will not be disseminated unless a release signed by the employee is delivered to the Chief Administrative Officer or his/her designee.
- E. The System Administrator(s), shall determine who is authorized to be a User, which ECIDS the User will be given or granted access to. No User shall access or allow others to access any file or database unless that User or person has a need and a right to such information. Personal identification and access codes shall not be revealed to any unauthorized person. Users should notify the System Administrator(s) immediately if the User suspects that any password has become compromised.
- F. Township owned or controlled ECIDS are designed and intended for conducting business of the Township and are restricted to that purpose. Installation of, modification of, or access to any software or program is prohibited without the approval of the System Administrator(s). Exceptions to business use include the following:
1. Infrequent personal use is permissible if limited in scope and frequency. This use must be in conformance with other elements of this policy, and must not be connected with outside employment, a profit-making business enterprise or the promotion of any product, service, or cause that has not received prior approval of the System Administrator(s).
  2. Users may make off-duty personal use of ECIDS for professional and career development purposes in keeping with the other provisions of this policy and with the written approval of the System Administrator(s).
  3. Professional and career development means advancing or changing to a position currently listed as a job in any Department of the Township organization, or is related to testing or information retrieval needed for a current job-related certification or advancement in a current job classification.
- G. Users shall not install software, applications or other materials without the System

Administrator(s) approval and assistance. Users must notify the System Administrator (s) immediately if a User suspects that a file, program or application has become "infected" with a "virus" or other type of disruptive computer program.

- H. Users shall not download any executable file, software or other materials from the Internet or other external sources without System Administrator(s) approval. If a User is uncertain whether a file is executable, they should first contact the System Administrator(s).
- I. Users shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized. Any software for which proof of licensing (original disks, original manuals and/or license) cannot be provided will be removed by the System Administrator(s). Privately owned software may not be loaded on Township owned or controlled ECIDS without the approval and assistance of the System Administrator(s).
- J. Users shall observe the copyright restrictions of any documents, images, or sounds sent through or stored on any Township owned or controlled ECIDS.
- K. The System Administrator(s) must authorize all hardware repairs, additions and/or enhancements to any ECIDS. The System Administrator(s) will be responsible for determining proper repair and installation procedures.
- L. Users shall not permit any unauthorized person(s) to use or access the Township's electronic mail or other Township owned or controlled ECIDS. Users should not share personal access codes or passwords with anyone, or allow anyone else access to ECIDS with the User's access codes or passwords, other than the System Administrator(s).
- M. To avoid breeches of security, Users should log off any personal computer or ECIDS that has access to the Township's computer network, electronic mail system, the Internet, or sensitive information at the end of each work day.
- N. Any misuse or abuse of a Township owned or controlled ECIDS, including violations of this Policy, may result in disciplinary action up to and including termination. Current bargaining unit agreements and/or Township Ordinances and Standard Work Rules shall determine procedures for possible or actual disciplinary action. All alleged violations of the Policy should be immediately brought to the attention of the System Administrator(s).
- O. Creating a web site or social media page (s) on the Internet that has any appearance of officially representing the Township of Upper Darby is prohibited without the express written approval of the Township Administrator.
- P. The creation of official department web pages or social media pages(s) will be at the direction of the Township Chief Administrative Officer and must have his/her approval prior to being accessed by the Public or modified in any way.
- Q. Using scanned images or digital photographs of any Township employee or official, official Township or department logo, or patch or badge on personal web pages is prohibited without the express written approval of the System Administrator(s).

R. Audits of all Township owned or controlled ECIDS systems may routinely be conducted by the System Administrator(s). Users should be notified of the purpose of routine audits and when they will occur.

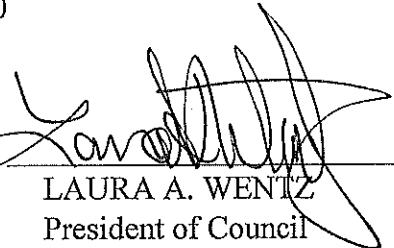
S. When operating a vehicle, the safe operation of the vehicle is the User's primary responsibility. Use of the ECIDS is always of secondary importance. Users are advised not to utilize portable devices while they are operating the vehicle and the vehicle is in motion.

**VI. INCONSISTENCY.** All Ordinances or parts thereof inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency.

**VII. SEVERABILITY.** The provisions of this Ordinance are declared to be severable. If any provision of this Ordinance is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Ordinance.

**VIII. EFFECTIVE DATE.** This Ordinance shall be effective immediately upon its legal adoption.

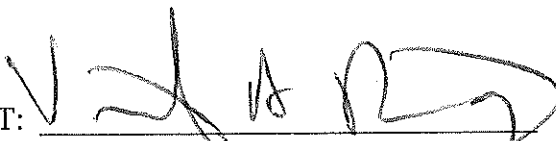
**ENACTED and ORDAINED** this 15<sup>th</sup> day of July, 2020

BY:   
LAURA A. WENTZ  
President of Council

ATTEST:   
MICHELLE BILLUPS  
Secretary of Council

**Approved this 15<sup>th</sup> day of July, 2020**

BY:   
BARBARANN KEFFER  
Mayor

ATTEST:   
VINCENT A. RONGIONE, ESQ.  
Chief Administrative Officer

UPPER DARBY TOWNSHIP

ORDINANCE No. 3075

Tabled

**AN ORDINANCE OF UPPER DARBY TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, SETTING PERSONNEL POLICIES FOR TOWNSHIP EMPLOYEES REGULATING THEIR USE OF SOCIAL MEDIA; REPEALING ALL INCONSISTENT RESOLUTIONS OR PARTS THEREOF; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

---

**WHEREAS**, Upper Darby Township Council (“Council”) desires to regulate the use of Social Media by Township Employees;

**WHEREAS**, Section 803 (E)(10) of the Home Rule Charter states that personnel policies that are necessary to the Administration of Township personnel must be adopted by Ordinance;

**NOW, THEREFORE**, be it adopted and **ORDAINED** by the Upper Darby Township Council as follows:

**I. BACKGROUND FOR ADOPTION AND SCOPE OF POLICY.**

- A. The following is the Upper Darby Township’s (also referred to as “Township”) Social Media Policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with a supervisor if you are uncertain. Violation of this policy by any employee may result in disciplinary action up to and including immediate discharge.
- B. Online “social media” generally includes web-based communities, hosted services and application and social networking sites (such as Facebook, Instagram and MySpace), video sharing sites (such as Snap Chat, YouTube and Hulu), photo sharing sites (such as Flickr), wikis (such as Wikipedia), blogs (both personal and employer-sponsored), microblogs (such as Twitter), business networking sites (such as LinkedIn and Plaxo) and recommendation sites.
- C. This policy complements all other Upper Darby Township policies which govern employee use of office computers, phones and electronic hand-held devices. As such, it concerns employee use of online Social Media both in and outside of the workplace, on duty or off, and also applies to personal computers and hand-held devices as well as office communications equipment. The principal purpose of this policy is to protect the Township, its officials, employees and members of the public from the many liability risks that often arise when online Social Media is used to invade the privacy of others, unlawfully defame them and tarnish their reputations, or knowingly subject them to

Tabled

abuse, harassment or intimidation. Upper Darby Township therefore takes their online Social Media policy very seriously and it will be strictly enforced in cases of egregious misconduct.

- D. This policy also affects Upper Darby Township Appointed Officials (“Appointed Officials”) and anyone representing the Township in an official capacity. Appointed Officials can maintain pages independently, specific to their respective offices. Those websites, pages, etc. must also abide by the rules of this ordinance.

## **II. PROHIBITED USE OF SOCIAL MEDIA AT THE WORKPLACE OR WHILE ON DUTY.**

- A. Employees may not access online social media using any communications devices, including, but not limited to, computers and smart phones, at the workplace or while otherwise engaged in official municipal business.
- B. The only exceptions to the above prohibition are when employees are directed to access online Social media by their supervisor or where obtaining such access is required by their job. Employees may only post information pertaining to the Township and its personnel with the written approval of the Chief Administrative Officer or his/her designee. This includes any postings which respond to negative, inaccurate or misleading postings made by others about the Township or its personnel. Employees who make any such pre-approved social media postings must do so using municipal computers during regular work hours.

## **III. USE OF SOCIAL MEDIA OUTSIDE WORKPLACE OR WHILE OFF DUTY**

- A. How employees use social media outside the office while off-duty reflects not only on their character but the Township as well.
- B. Employees should be aware that most social media postings are “public” in the broadest sense of the word and will remain in the public domain for a very long time. These restrictions are not designed to violate the First Amendment rights of any employees, but to protect the Township and all of its personnel from social media postings which violate the rights of others, including their right to privacy. Where appropriate, employees will be held fully accountable for knowingly engaging in any of the following misconduct involving their use of social media:
- Posting harassing, threatening or discriminatory comments about other Township employees or officials;
  - The transmission of messages or images (including videos) that are offensive, derogatory, defamatory, sexual in content, where such messages or images are plainly associated with, or directed at, the Township or its personnel;
  - Posting any information or conducting any online activity that may violate local, state or



federal laws or regulations;

- Unauthorized disclosure of any confidential or proprietary information in the possession of the Township, including, but not limited to, confidential police investigations, and privileged legal opinions, and personnel matters. Sharing this type of information, even unintentionally, may result in legal action against you, the Township and/or the Township's officials and personnel. When in doubt about the nature of such information, employees should consult with a supervisor;
- Posting comments or images that misrepresent Township policies and actions;
- Posting messages or images on Social Media which defame, harass, or bully other Township personnel or otherwise create a hostile work environment for them;
- Posting statements or images on behalf of the Township or using the Township's name or email address, unless expressly authorized by the Chief Administrative Officer;
- Posting unauthorized communications with the media concerning official Township business;
- Posting confidential details of any official investigations such that disclosure of that information would violate state or federal law, or otherwise expose Upper Darby Township to legal liability.
- Posting statements or images by police personnel that constitute conduct unbecoming an officer, including, but not limited to, racial, ethnic or religious disparagement; and
- Any Social Media Posts from Township Employees or Appointed Officials from any device or Township Equipment will be prohibited if posted: including but not limited to hate speech, slander, pornography, etc.

#### **IV. DISCLAIMER.**

The Township is not responsible for material viewed or downloaded from the internet by municipal employees. Employees using social media do so solely at their own risk.

#### **V. NO EXPECTATION OF PRIVACY.**

Employees have no expectation of privacy in anything they create, store, send or receive on the Township's communications equipment or systems, including, but not limited to, email, telephone, voice mail, computer, Internet and facsimile. All municipal employees should recognize that all communications, whether in writing or electronic, including messages sent via email or voice mail, to or from social media, or the Internet generally, are not confidential communications and are subject to review, monitoring or interception by the Township. The Township has an important, vested interest in assuring that it and its personnel do not violate any laws. Accordingly, Upper Darby Township reserves the

right to monitor and/or intercept all communications at any time or from time to time. All employees should further be aware that passwords and deletion functions do not prevent the Township from accessing any communications at any time over the Township's communications systems

**VI. INCONSISTENCY.**

All Ordinances or parts thereof inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency.

**VII. SEVERABILITY.**

The provisions of this Ordinance are declared to be severable. If any provision of this Ordinance is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Ordinance.

**VIII. EFFECTIVE DATE.**

This Ordinance shall be effective immediately upon its legal adoption.

**ENACTED and ORDAINED** this 15<sup>th</sup> day of July, 2020

BY: \_\_\_\_\_  
LAURA A. WENTZ  
President of Council

ATTEST: \_\_\_\_\_  
MICHELLE BILLUPS  
Secretary of Council

**Approved this 15<sup>th</sup> day of July, 2020**

BY: \_\_\_\_\_  
BARBARANN KEFFER  
Mayor

ATTEST: \_\_\_\_\_

VINCENT A. RONGIONE, ESQ.  
Chief Administrative Officer

**UPPER DARBY TOWNSHIP  
ORDINANCE No. 3079**

**AN ORDINANCE OF UPPER DARBY TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, PROVIDING FOR ALL MEETINGS OF TOWNSHIP COUNCIL TO BE PUBLIC AND AMENDING SECTION 2.03 OF THE ADMINISTRATIVE CODE; REPEALING ALL INCONSISTENT ORDINANCES, RESOLUTIONS OR PARTS THEREOF; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

---

**WHEREAS**, Section 311 of the Upper Darby Township Home Rule Charter (“Home Rule Charter”) requires that Township Council “meet regularly at least twice in each month”; and

**WHEREAS**, Upper Darby Township Council (“Council”) currently holds one public meeting and one committee meeting per month to fulfill its obligations under the Home Rule Charter; and

**WHEREAS**, the Home Rule Charter provides that only official actions can be taken by Council at public meetings; and

**WHEREAS**, Upper Darby Township Council (“Council”) desires, in the spirit of transparency and more public participation in local government, to take official action at least two public meetings per month; and

**WHEREAS**, Section 311 of the Home Rule Charter provides that Rules of Procedure must be adopted by ordinance; and

**NOW, Upper Darby Township hereby Ordains:**

I. Section 2.03 – Meetings, of the Township’s Administrative Code is amended as follows by adding paragraphs D, E, F and G:

D. “Council shall have two publicly advertised voting meetings per month that are compliant with the Home Rule Charter, the Administrative Code of Upper Darby Township, all duly enacted Ordinances of Upper Darby Township, and Laws of the Commonwealth of Pennsylvania and the United States.”

E. “The first voting meeting shall be a workshop format in which Council Committee’s shall meet as a whole and discuss proposed Ordinance(s) and Resolution(s) and matters within the jurisdiction of their Committee. If a majority of the Committee members are satisfied with the proposed Ordinances and Resolution(s) they may ask a quorum of Council assembled at the workshop meeting to vote to advertise the proposed Ordinance and/or move forward the Resolution for final action at a future Council meeting. The first voting meeting is intended to be a workshop format whereby final action on an Ordinance or Resolution is discouraged and reserved for emergency circumstances only.”

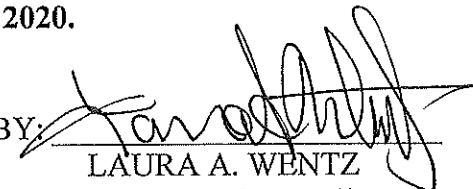
F. “The second voting meeting shall be a public meeting whereby a quorum of Council may take action on the advertised Ordinance(s) or the recommended Resolution(s).”

G. “Upper Darby Township Council and Residents will maintain professional respect for each other. Council encourages free speech, however, civility is required which would prohibit threats, profanity, scandalous, impertinent, and redundant comment or any comment the discernible purpose of which is to disrupt or prevent the conduct of the business of the meeting.”

II. All Ordinances or parts thereof inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency.

III. The provisions of this Ordinance are declared to be severable. If any provision of this Ordinance is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Ordinance.

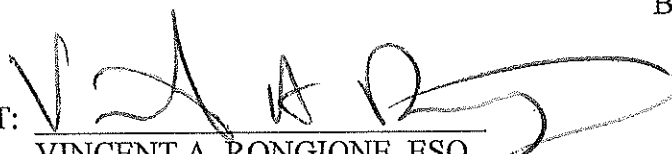
**ENACTED and ORDAINED this 15<sup>th</sup> day of July, 2020.**

BY:   
LAURA A. WENTZ  
President of Council

ATTEST:   
MICHELLE BILLUPS  
Secretary of Council

**Approved this 15<sup>th</sup> day of July, 2020**

BY:   
BARBARANN KEFFER  
Mayor

ATTEST:   
VINCENT A. RONGIONE, ESQ.  
Chief Administrative Officer

**UPPER DARBY TOWNSHIP  
ORDINANCE No. 3080**

**AN ORDINANCE OF UPPER DARBY TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AMENDING ORDINANCE 2584 PERMITTING THE KEEPING OF HONEY BEE HIVES IN THE TOWNSHIP, SUBJECT TO CERTAIN CONDITIONS AND REGULATIONS REPEALING ALL INCONSISTENT ORDINANCES, RESOLUTIONS OR PARTS THEREOF; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

---

**WHEREAS**, honey bees (*apis mellifera*) are of benefit to humankind, and to Pennsylvania in particular, by providing agriculture, fruit and garden pollination services and by furnishing honey, and other useful products; and

**WHEREAS**, Pennsylvania is among the leading states in honey production and agricultural by products associated with beekeeping throughout the United States; and

**WHEREAS**, in 2017 the Penn State College of Agricultural Services adopted a Pollinator Protection Plan with recommendations for providing more habitat and support for endangered pollinators including honey bees; and

**WHEREAS**, domestic strains of honey bees have been selectively bred for desirable traits, including gentleness, honey production, tendency not to swarm and non-aggressive behavior, characteristics which are desirable to foster and maintain; and

**WHEREAS**, gentle strains of honey bees can be maintained within populated areas in reasonable densities without causing a nuisance if the bees are properly located and carefully managed, and the Township therefore desires to adopt regulations which permit beekeeping within the Township, subject to certain regulations and conditions intended to avoid the creation of any nuisance in association with beekeeping;

**NOW, THEREFORE**, be it, and it is hereby **ORDAINED** by the Upper Darby Township Council, and it is hereby **ENACTED** and **ORDAINED** by authority of same as follows:

Ordinance 2584 entitled "Beekeeping" is amended as follows:

**Section 1. BEEKEEPING**

**A. Preamble Adopted.** That the findings contained in the preamble of this ordinance are hereby adopted as a part of this ordinance.

**B. Definitions.** As used in this article, the following words and terms shall have the meanings ascribed in this section unless the context of their usage indicates another usage.

"Apiary" means the assembly of one or more colonies of bees at a single location.

"Beekeeper" means a person who owns or has charge of one or more colonies of bees.

"Beekeeping equipment" means anything used in the operation of an apiary, such as hive bodies, supers, frames, top and bottom boards and extractors.

"Colony" means an aggregate of bees consisting principally of workers, but having, when perfect, one queen and at times drones, brood, combs, and honey.

“Hive” means the receptacle inhabited by a colony that is manufactured for that purpose.

“Honey bee” means all life stages of the common domestic honey bee, *apis mellifera* species.

“Lot” means a contiguous parcel of land under common ownership.

“Nucleus colony” means a small quantity of bees with a queen housed in a smaller than usual hive box designed for a particular purpose.

“Undeveloped property” means any idle land that is not improved or actually in the process of being improved with residential, commercial, industrial, church, park, school or governmental facilities or other structures or improvements intended for human occupancy and the grounds maintained in associations therewith. The term shall be deemed to include property developed exclusively as a street or highway or property used for commercial agricultural purposes.

### **C. Purpose of Ordinance.**

1. The purpose of this ordinance is to establish certain requirements for beekeeping within the Township, to avoid issues which might otherwise be associated with beekeeping in populated areas.
2. Compliance with this ordinance shall not be a defense to a proceeding alleging that a given colony constitutes a nuisance, but such compliance may be offered as evidence of the beekeeper’s efforts to abate any proven nuisance.
3. Compliance with this ordinance shall not be a defense to a proceeding alleging that a given colony violates applicable ordinances regarding public health, but such compliance may be offered as evidence of the beekeeper’s compliance with acceptable standards of practice among hobby beekeepers in the State of Pennsylvania.

### **D. Standards of Practice**

1. Honey bee colonies shall be kept in hives with removable frames, which shall be kept in sound and usable condition.
2. Each beekeeper shall ensure that a convenient source of water is available to the colony so long as colonies remain active outside of the hive.
3. Each beekeeper shall ensure that no wax comb or other material that might encourage robbing by other bees are left upon the grounds of the apiary lot. Such materials once removed from the site shall be handled and stored in sealed containers, or placed within a building or other insect-proof container.
4. Each beekeeper shall maintain his/her beekeeping equipment in good condition, including keeping the hives painted if they have been painted but are peeling or flaking, and securing unused equipment from weather, potential theft or vandalism and occupancy by swarms. It shall not be a defense to this ordinance that a beekeeper’s unused equipment attracted a swarm and that the beekeeper is not intentionally keeping bees.

### **E. Colony Density.**

1. Except as otherwise provided in this ordinance, in each instance where a colony is kept less than 25 feet from a property line of the lot upon which the apiary is located, as measured from the nearest point on the hive to the property line, the beekeeper shall establish and maintain a flyway barrier at least 6 feet in height. The flyway barrier may consist of a wall, fence, dense vegetation or a combination thereof, such that bees will fly over rather than through the material to reach the colony. If a flyway barrier of dense vegetation is used, the initial planting may be 4 feet in height, so long as the vegetation normally reaches 6 feet in height or higher. The flyway barrier must continue parallel

to the apiary lot line for 10 feet in either direction from the hive, or contain the hive or hives in an enclosure at least 6 feet in height. A flyway barrier is not required if the property adjoining the apiary lot line (1) is undeveloped, or (2) is zoned agricultural, industrial or is outside of the Township limits, or (3) is a wildlife management area or naturalistic park land with no horse or foot trails located within 25 feet of the apiary lot line. The flyway buffer shall comply with any applicable regulations of fences under the Township's Zoning Ordinance and any other applicable ordinances.

2. No person is permitted to keep more than the following numbers of colonies on any lot within the Township, based upon the size or configuration of the apiary lot:
  - a. One half acre or smaller lot: 2 colonies
  - b. Larger than 1/2 acre but smaller than 3/4 acre lot: 4 colonies
  - c. Larger than 3/4 acre lot but smaller than 1 acre lot: 6 colonies
  - d. One acre but smaller than 5 acres: 8 colonies
  - e. Larger than 5 acres: no restriction
  
3. If the beekeeper serves the community by removing a swarm or swarms of honey bees from locations where they are not desired, the beekeeper shall not be considered in violation the portion of this ordinance limiting the number of colonies if he temporarily houses the swarm on the apiary lot in compliance with the standards of practice set out in this ordinance for no more than 30 days from the date acquired.

**F. Inspection.**

A designated Township official shall have the right to inspect any apiary for the purpose of ensuring compliance with this ordinance between 8 a.m. and 5 p.m. once annually upon prior notice to the owner of the apiary property, and more often upon complaint without prior notice.

**G. Violations and penalties.**

Whoever violates or fails to comply with any of the provisions of this chapter, or fails to correct, within the time set by the Chief Administrative Officer or his or her designee, the violations for which such person has been cited shall be fined not less than \$100 nor more than \$1,000. A separate offense shall be deemed committed each day during or on which a violation or noncompliance occurs or continues. The Township is also authorized to enforce the provisions of the chapter by equitable action for injunctive relief.

**SECTION 2. REPEALER.** Any ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed to the extent of the inconsistency.

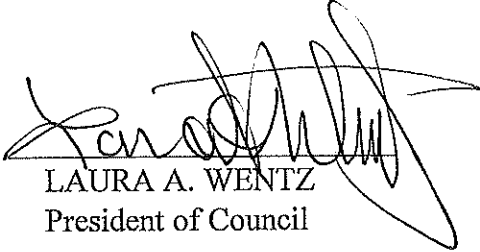
**SECTION 3. SEVERABILITY.** If any provision of this Ordinance is declared by a court of competent jurisdiction to be invalid or unconstitutional, such determination shall have no effect on the remaining provisions of this Ordinance.

**SECTION 4. EFFECTIVE IMMEDIATELY.** This Ordinance shall become effective immediately following its legal enactment and shall remain in effect hereafter until revised, amended, or revoked by action of the Upper Darby Township Council.



ENACTED and ORDAINED this 15<sup>th</sup> day of July, 2020.

BY:



LAURA A. WENTZ  
President of Council


ATTEST:



MICHELLE BILLUPS  
Secretary of Council


APPROVED THIS 15<sup>TH</sup> DAY OF JULY, 2020

BY:



BARBARANN KEFFER  
Mayor

ATTEST:



VINCENT A. RONGIONE, ESQ.  
Chief Administrative Officer

## ***BIPOC Mental Health Awareness Month Proclamation***

***Whereas***, People from all backgrounds live with mental illness and other mental health challenges, both nationwide and in Upper Darby; and

***Whereas***, Repeated experiences of individual, interpersonal, and institutionalized racism can cause trauma and other adverse mental health outcomes in Black, Indigenous, People of Color (BIPOC) communities; and

***Whereas***, The widespread issue of mental health problems across all demographics compounded by the unique hardships BIPOC endure, creates more adverse mental health outcomes for BIPOC; and

***Whereas***, Unresolved mental health issues can manifest in a variety of conditions and behaviors. This includes depression, anxiety, substance abuse, and social media addiction; and

***Whereas***, BIPOC face additional obstacles when seeking mental health treatment. This includes racial discrimination and bias in treatment settings, and an increased likelihood of experiencing language barriers, stigma surrounding mental health, and financial strain while accessing treatment; and

***Whereas***, The people of Upper Darby Township have shown great strength and resilience during this particular period of tremendous distress and throughout the continuous struggle for racial equity; and

***Whereas***, Since 2008, the United States government has designated the month of July as Bebe Moore Campbell National Minority Mental Health Awareness Month.

***Now, therefore***, I, Barbarann Keffer, Upper Darby Township Mayor, do hereby proclaim July 2020 as

## **BIPOC Mental Health Awareness Month**

in Upper Darby Township and encourage all residents to learn about the effects of racism on mental health.



A handwritten signature in black ink, reading "Barbarann Keffer". The signature is written in a cursive style and is positioned above a horizontal line.

Barbarann Keffer, Mayor  
Upper Darby Township  
Delaware County, Pennsylvania

Summary of Treasurer's Report to Upper Darby Township Council

July 15, 2020

2020 Budget \$82,305,280

Revenue Summary

Total Revenue Collected:

June 2020 \$ 4,818,557

YTD \$61,983,822

% of Budget 75.31%

Expenditure Summary

June 2020 \$ 4,784,131

YTD Plus Encumbrances \$38,141,215

Anticipated Expenditures June through YE \$44,164,065

Anticipated Expenditures as % of Original Budget 53.66%

Current Funds Available Summary

General Fund Bank Balances as of 6/30/2020 \$37,728,545

Average Monthly Cash Need Thru YE \$ 7,360,678

Number of Months Covered 5 Months (through November)

Additional Revenue Needed to Meet Budget \$ 6,435,520

Anticipated Additional Revenue Thru YE 2020 \$20,321,458