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October 7, 2020

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COMMITTEE MEETING MINUTES FOR OCTOBER 7, 2020

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

Pledge of Allegiance to the United States of America

Moment of Silence for the passing of Sally A. Allen, Mother of Council President Wentz

Opening of Meeting

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), Matt Silva (MS), Thomas P. Wagner (TW), Laura A. Wentz (LW), Hafiz Tunis Jr. (HT)

Present at the Meeting

Barbarann Keffer, Mayor

Vincent A. Rongione Esq., CAO

Sean P. Kilkenny, Esquire

Courtney N. Richardson, Esquire

Alison Dobbins, Director of Special Projects

Alexis Cicchitti, Chief Municipal Clerk

Rules for Meeting Decorum

“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”

Public Comment

Kristin Caparra, 366 Upland Way- Expressed her concerns regarding the unlawful closing of a state route without a Highway Occupancy Permit issued by PennDOT.

BB questioned if it was lawful or unlawful.

CAO stated the Mayor didn't make the decision to close the road. Supt Bernhardt made the decision in order to protect motorists and protestors,

BB suggested having a discussion with Supt. Bernhardt for other ways to deal with protestors.

LF made a suggestion for them to protest on the sidewalk.

CAO claims this is not something for Administration to enforce.

HT stated the Police Dept. and Administration act independently and when there's a concern for safety we should trust in the judgement of the Police Dept.

TW stated that the fact that people want to protest does not give them the right to block a public roadway and to prevent other people to use that roadway which is their right. A serious conversation needs to occur between the Administration and the Police Department

MS stated this should be addressed further in a Public Safety Committee.

John Vizzari, 353 Kirks Lane-Questioned this Administration's decision to allow a State Highway to be blocked

LW responded that this was already discussed at length and that this issue will be addressed in a Public Safety Committee Meeting

Joe Clark and Sadie Thomas, 75 Houston Road-Asked for the support from the Administration and Council to promote the Trunk or Treat Event for Halloween

Peter Kane, 8003 Arlington Avenue- Inquired about the plans for the township budget pertaining to our police, fire, sanitation, and highway departments

Resolution No. 45-20, a Resolution of Upper Darby Township, Delaware County, Pennsylvania confirming and appointing members to the Upper Darby Township and Sellers Memorial Free Public Library repealing all inconsistent Resolutions or parts thereof; providing a severability clause; and providing an effective date

Solicitor Richardson gave a brief on Resolution No. 45-20

Moved and seconded: RG/DB, All in favor
Resolution No. 45-20 is approved.

The appointment of Wilson Sellers to the Library Board
The appointment of Bart Everts to the Library Board

**CAO made the correction both of the above appointments expire on 2023*

LW pointed out they are the only 2 to be appointed to the Library Board which is included in Resolution No. 45-20

The Honorable Mayor Barbarann Keffer

Proclamations

Domestic Violence Awareness Month

Before reading the proclamation, the Mayor announced Domestic Violence Awareness has been acknowledged since 1981. A vigil occurred outside of the township building organized by Sekela Coles. And, a banner is hanging in front of the building at the top of the steps in recognition of domestic violence.

Fire Prevention Awareness Month

Prior to reading the proclamation, the Mayor pointed out how this year is different since there's no Fire Prevention Parade

Mayor Keffer's 2021 Budget Address

*See attached

President of Council, Laura A. Wentz

LW commented that domestic violence increased during COVID-19 shut-down.
There was an executive session prior to this meeting to discuss real estate and litigation issues.

COMMITTEE REPORTS

Public Safety Committee

Co-Chairs: Brian K. Burke & Danyelle Blackwell

Members: Matt Silva, Hafiz Tunis Jr.

Resolution No. 42-20, to change parking meter # 102, located behind 20 S. 69th Street, to a handicap parking meter.

Solicitor Richardson gave a brief on Resolution No. 42-20

*This item will be placed on the October 14, 2020 Council Meeting Agenda

HT announced his support since there are senior citizens residing in this area.

BB announced an invitation to Highland Park Fire Company on October 17 to tour the station. He led the way for DB to brief Council about their visit last Saturday at the Secane Fire Company and those who attended were LW, BB, DB, MS, HT & LF

DB provided 4 key points from their meeting at Highland Park Fire Company. They were fundraising, member inclusion, expansion & retainment.

LW reiterated this was informational only, no discussions and in compliance with the Sunshine Law Guidelines

BB stated that he spoke with RG about Sellers Avenue and the Committee will have a discussion at some point next week along with CAO Rongione, the Mayor and Supt. Bernhardt.

LF asked for an assessment from Mike Galante, Township Engineer of the 200-300 blocks of Gramercy Drive & Westbrook Drive concerning the issues of parking and heavy traffic causing feuds with the residents. Also she asked to have the fire lanes to be repainted. Lastly, she inquired about the hiring of Police right now since they are short-staffed.

CAO responded that the plan is to hire from the new list based upon Supt. Bernhardt's recommendation and that they are already ACT 120 certified to get them on the streets quicker.

LW and MS asked for clarification of ACT 120 certification prior to taking the Police Civil Service Exam. Solicitor Kilkenny cleared up the confusion with the hiring of new police officers with or without being ACT 120 Certified prior to taking the exam, stating that Council voted and approved candidates must be ACT 120 Certified prior to taking the exam

DB asked for a solution for drivers that are going down the wrong way on Bayberry due to the construction work on Lynn Boulevard

CAO said they would look into this issue.

Finance and Appropriations Committee

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

Members: Danyelle Blackwell, Brian K. Burke

Resolution No. 43-20, a Resolution authorizing application to the 2020 PECO Green Region Open Space Program for the design of the Cardington-Newtown Trail Project

Solicitor Richardson gave a brief of Resolution No. 43-20

*This item will be placed on the October 14, 2020 Council Meeting Agenda

Resolution No. 44-20, a Resolution establishing escrow amounts for subdivision and land development plans in Upper Darby Township, Delaware County, Pennsylvania

Solicitor Kilkenny gave a brief on Resolution No. 44-20

*This item will be placed on the October 14, 2020 Council Meeting Agenda

DPB inquired about the wage rate for in-house staff's time and charging it to the escrow account. Solicitor Kilkenny said he would look into this.

Public Health and Environmental Affairs Committee

Co-Chairs Matt Silva & Hafiz Tunis Jr.

Members: Michelle Billups, Sheikh M. Siddique

MS stated that the committee is in the process of reviewing the ordinance for raising chickens, the cost of adding fluoride to our water and of the many mattresses left behind that aren't bagged becoming an eyesore. He suggested educating the residents about the importance of bagging or the township could provide the bags.

BB this issue falls upon enforcing property maintenance.

HT would like to be proactive by obtaining the bags from the township and receive some literature along with this.

LW suggested that the Public Health Committee to meet with CAO, the Mayor and Chris McSween to come up with a solution

Law and Government & Rules and Procedures Committee

Co-Chairs: Michelle Billups & Matt Silva

Members: Danyelle Blackwell, Sheikh M. Siddique

Nothing for the October 14, 2020 Council Meeting Agenda

Planning, Zoning and Building Code Committee

Co-Chairs Robert S. Gwin Jr. Michelle Billups

Members: Hafiz Tunis Jr., Donald P. Bonnett

Nothing for the October 14, 2020 Council Meeting Agenda

Municipal Services, Licensing and Public Works Committee

Co-Chairs Brian K. Burke & Sheikh M. Siddique

Members: Hafiz Tunis Jr., Thomas P. Wagner

Nothing for the October 14, 2020 Council Meeting Agenda

DPB requests that the handicap curb ramp for the 4700 block of Cedar Lane get looked at. The road has been re-paved and is now higher than the ramp which causes puddles of water to remain.

CAO stated that Township engineer has met with resident and that the ramp is on the list to be repaired. It is on the priority list and will be addressed.

RG stated that there is a lack of lighting on Sellers Ave so there are a lot of dark spots. He would like someone to go out to see where additional lighting could go.

Leisure Services Committee

Co-Chairs: Lisa Faraglia & Matt Silva
Members: Danyelle Blackwell, Hafiz Tunis Jr.

RG commented on the benefit of the trails.

DB stated that she and LF and HT met and visited the Fernwood Playground and it needs various things such as lighting and benches to be upgraded and the property adjacent needs to be cut. Oxford Playground needs blacktop, a new gate or fence and lighting. LF stated the property belongs to SEPTA.

**Report will be sent and added to the minutes.

HT asked residents to let the Committee know if they need their parks looked at.

Event Planning Committee

Co-Chairs: Michelle Billups & Danyelle Blackwell
Members: Hafiz Tunis Jr., Matt Silva

MB is working on a virtual job fair and will provide the link for everyone.

MS claims they were initially going to promote the Police Civil Service Exams prior to the ACT 120 certification

MB clarified the proposed date to be on November 21st.

Solicitor

Nothing to report

Old Business

LF asked about an update on the St. Eugene's property. Solicitor Kilkenny is waiting from a response from John McBlain.

DPB stated that there seems to be a little bit of confusion as to whether or not both parcels are still being considered for purchase.

Solicitor Kilkenny confirmed the purchase of the parcel on Bunting Lane (near the school) and they are waiting for a response from John McBlain, who is waiting on the Pastor and his committee, to have an on-sight meeting for the back parcel.

New Business

HT announced the Community Clean-Up on this upcoming Monday on Indigenous People Day from 10-12 in the Gilpin Road area

Adjournment

Moved and seconded: RG/DB, All in favor

Adjournment at 9:08 p.m.

AC/cmg

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. 45-20

**A RESOLUTION OF UPPER DARBY TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, CONFIRMING AND APPOINTING MEMBERS TO THE UPPER
DARBY TOWNSHIP AND SELLERS MEMORIAL FREE PUBLIC LIBRARY
REPEALING ALL INCONSISTENT RESOLUTIONS OR PARTS THEREOF;
PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

WHEREAS, Upper Darby Township and Sellers Memorial Free Library (“Library”) was established in 1930; and

WHEREAS, the Library is governed by a nine-member Board of Trustees (“Library Board”);

WHEREAS, Council desires to ensure that all members of the Library Board are officially appointed and that their terms are specified in order to provide clarity and proper record-keeping protocol;

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

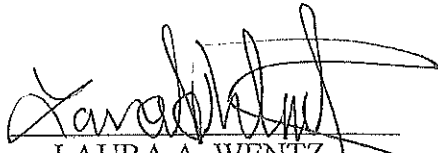
Donna Gallo	Terms expire December 31, 2020
Kate Sweeney-Smith	Terms expire December 31, 2020
Cynthia Wilson	Term expires December 31, 2021
[open]	Term expires December 31, 2021
Bart Everts	Term expires December 31, 2023
Abby Lang	Term expires December 31, 2022
Lisa Logiurato	Term expires December 31, 2022
Lisa Standen	Term expires December 31, 2022
Wilson Sellers	Term expires December 31, 2023

REPEALER. All Resolutions or parts thereof inconsistent with the provisions of this Resolution are hereby repealed to the extent of the inconsistency.

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.


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 7th day of October, 2020.

BY: 
LAURA A. WENTZ
President of Council

ATTEST: 
MICHELLE BILLUPS
Secretary of Council

Resolution No. 45-20 is hereby approved this 7th day of October 2020

BY: 
BARBARANN KEFFER
Mayor

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



UPPER DARBY TOWNSHIP

100 GARRETT ROAD • UPPER DARBY, PA 19082-3135

Barbarann Keffer, Mayor
mayor@upperdarby.org

2021 BUDGET ADDRESS

Good evening everyone. 2020 has shaped up to be quite a year. The ripple effects of the COVID pandemic will likely be felt for years to come on our friends, families and neighbors, in our personal lives, and on our local and national economies. I would like to thank everyone who has been and continues to practice social distancing and mask-wearing as we head into winter.

We are coming towards the end of the first year of my administration which is a mix of long-time and new employees and there has been a lot of good collaboration. Much of the year has been spent learning the lay of the land and, then, reacting to the global pandemic. On many fronts, we have still pushed through towards the goals of reform of our local government and reinvestment in our community. Working with long-time employees, new department heads and Council, we have managed to update and clarify policies and fee schedules and to create systems that place continuity and accountability at the forefront. I would like to thank everyone who made these policies possible and who are currently implementing them. Here are some of the 2020 advances:

1. Updated the food establishment inspection fee schedule from its 1986 levels
2. Adopted the 2015 International Property Maintenance Code, as recommended by the 2018 Comprehensive Plan. We also created a property maintenance ticketing system and a Focus Zone program; this is a two-pronged approach whereby private property and township infrastructure conditions are addressed in an organized manner. Our Public Works Department divided the Township into 16 separate sections and each month a different section becomes the focus. The ticketing system brings property owners sooner into compliance with our codes and it also frees up the district courts. Street markings, street signs, fire zones, storm drains are all among the infrastructure improvements we are looking to make on a consistent and organized basis.
3. Created an abatement fee schedule to cover the cost of our employees and resources being used to do landscaping and debris removal at abandoned or vacant properties. Previously these services were provided free-of-cost to property owners, often banks which held foreclosed mortgages.
4. Adopted a sewer lateral inspection ordinance at the point of sale which allows new property owners to know the condition of their sewer line and also, in the long run, will save taxpayers money as the sewer lines get repaired (hopefully prior to an emergency) and less rainwater seeps into our sanitary sewer system which gets metered and the cost shared among property owners. This ordinance was recommended for the township to adopt and implement in a June 2013 Sewage Facilities Plan Update by the Delaware County Planning Department.
5. The Parking Enforcement Department has been modernized to include a pay-online system. Thanks to the jumpstart with online payments begun by this department and the

A HOME RULE COMMUNITY

www.upperdarby.org

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necessity COVID created with access to our building, many of our services, fees and applications can now be accessed and paid for online.

6. Our general street paving program has been revamped by ordinance to require utility companies to work together with the township to pave streets curb to curb after the utility work is complete. We are also focused on updating our intersections to current ADA-compliant standards with the proper handicap ramps as we pave.
7. For the first time, a fee-based, comprehensive commercial Fire Code Inspection Program has been organized throughout this year by the Fire Department and will be up and running soon. Previously, any commercial Fire Code Inspections which had been done were free of charge.

What we learned as the year progressed, is that we have an inherited structural deficit. It was this deficit spending that, in 2019, drove the previous administration to take a \$5mm short-term loan in order to carry us until 2020 tax revenues began to arrive. Please be assured that my administration is doing our best to avoid a repeat of year-end borrowing, but I cannot make such a guarantee pending further review.

In the context of budgeting for 2021, it's important to understand the challenges we are facing in 2020. As you will see in next week's budget presentation by our Finance Director, the 2020 Budget was built around two significant structural deficiencies. First, certain revenue items were significantly inflated to imagine \$4.6 million that was never achievable. Second, although not immediately obvious in last year's presentation, the budget that was presented and approved (including these inflated revenue assumptions), nevertheless contained a \$4.2mm deficit. Taken together, we are managing 2020 against an \$8.8mm contemplated loss. Some of these problematic assumptions include missed revenue opportunities and excessive expenses.

Although we are preparing a budget that contemplates holding all taxes and fees to their current levels, it's important to note that in the area of Trash and Recycling Collection, we operate the division at a sizable loss.

Trash fees levied by the township do not reflect the true cost of our sanitation and recycling services. They cover tipping fees for trash tonnage paid to the Delaware County Solid Waste Authority, the fees we pay to Waste Management for recycling and most, but not all, of the salaries for our sanitation division. Sanitation expenses also include the trash pick-ups at all of the district schools and some private and parochial schools. Additional expenses not covered by the trash fees are: the township healthcare and pension contributions, vehicle maintenance and fuels costs and the cost of new trucks and equipment. Contaminated recycling fees continue to be high. I would like to remind residents not to include pizza boxes with your recycling and, more importantly, do not to put your recycling in plastic bags.

It's important to remember that fees, be they for parking meters, building permits, trash & rubbish, are not revenue-generators; municipalities are supposed to cover the costs of providing these fee-specific services. Cost of services include payroll, health insurance, pension costs, equipment, supplies, vehicles, maintenance, etc.

The good news is that our new Finance Director is reviewing our system of internal controls, specifically in the areas of purchase authorization and the application of budgetary constraints,

having made several initial findings. We have adopted a new budgeting model and philosophy that embraces the concepts of "zero-based budgeting" and "activity-based costing", which we will hear more about next week. My administration has been able to close the gap over the last 8 months; COVID forced the cancellation and cutback of many programs and township events; that's money we did not spend. Our department heads also worked to lower costs in each of their departments. Our municipal, mercantile and business privilege tax collections are up over budget.

At our core, our township government is in the business of delivering excellent municipal services. That's the day-to-day expectation of what your tax dollars fund. The General Fund Budget is not much different than any in the recent past - it funds the general operations of our municipal government. Most of the previous programming is still included in the 2021 budget, most notably, funding for our Leisure Services Department which includes the Summer Stage Program and the Tot and Youth Lots.

In order to meet current labor contractual obligations with our police, fire and the two municipal unions which guarantee wage increases from 3-3.8%, we are tightening our belts across all departments to give our residents and business owners the level of quality service they expect with the goal of not raising municipal taxes.

We do have some planned new expenses reflected in the budget. By March of 2021, our sanitation division must relocate from the current space off Lansdowne Avenue which is UDSD property. The school district has begun the land development process of renovating that property to house their administrative offices which have been located in the Aronimink Elementary School for decades.

Because of the court-mandated County tax reassessment, we should expect our tax bills to look differently. We expect the County to certify the new assessment values in November. At that point we will be able to calculate the new millage rate. Please be assured that the reassessment is meant to be revenue neutral and that the current millage rate will NOT be used on your new assessment.

In many ways, a budget reflects leadership priorities: this budget reflects the opportunity to create a clear, accountable system where taxpayers, residents and businesses alike, can be confident that their money is spent in a way that corresponds to the actual costs of services and programs that serve our community. This budget provides the foundation from which we can reinvest and redevelop Upper Darby. My budget address and the preliminary budget draft will soon be sent to Council and both will be available on the township website.

Our Finance Director will give a detailed presentation. We have four more public meetings and two hearings before Thanksgiving. We look forward to questions from Council and our taxpayers. Thank you.



Upper Darby
Township

Public Safety Committee
October 3, 2020

Attendees: Chairs Councilman Brian Burke and Councilwoman Danyelle Blackwell
Councilmen Matt Silva and Hafiz Tunis

Members of the Safety Committee were working in action and met at the Firehouse located 1005 Secane Avenue, Secane, PA 19018, for an informative casual meet and greet with the Fire Department. In compliance with the Sunshine Laws, members of the council engaged with our Upper Darby community service persons for a nonpartisan event that has never happened.

The firemen briefed the committee about career firefighters versus volunteers. Further discussion about training and alignment will be forthcoming. The fire department has a combination office that can coordinate efforts with other townships. There appears not to be a standard procedure throughout the fire companies.

The volunteer members of the Secane fire department reported that they are amongst the fastest responding within 3 minutes for saving lives and property damage. Former Mayor Micozzi was in attendance who serve on the fire department's executive governing body. Also, President Councilwoman Laura Wentz and Councilwoman Lisa Faraglia attended as well.

The discussion covered areas such as budget, operations, legal ramifications, and a volunteer and paid firefighter's livelihood. Action items include fundraising and member inclusion, expansion, and retainment.



Leisure Services Committee

Co-Chairs: Councilwoman Lisa Faraglia & Councilman Matt Silva

Members: Councilwoman Danyelle Blackwell & Councilman Hafiz Tunis Jr.

Members not present excused, Councilman Silva

Council(s) Blackwell, Faraglia, and Tunis, Jr. met on Thursday, September 10, 2020 at the Upper Darby Township Municipal Building. Councilwoman Faraglia drove Council Blackwell and Tunis to physically review the conditions of two recreation park sites summarized below:

✦ **Fernwood Playground**

- Lightning needed
- Mulch barks necessary
- Benches need upgraded
- Whose property is adjacent which needs immediate grass cutting

✦ **Oxford Playground**

- Blacktop needed
- Lots of tender loving care (TLC)
- New gate/fence necessary
- Lighting needed
- Trees need to be cut