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Council Meeting
April 20, 2022

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Chair: Lisa Faraglia

Members: Andrew Hayman, Danyelle Blackwell, Meaghan R. Wagner

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Law and Government & Rules and Procedures Committee

Chair: Matt Silva

Members: Meaghan R. Wagner, Laura A. Wentz, Andrew Hayman

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MINUTES
Council Meeting
April 20, 2022

The video of this meeting can be viewed in its entirety on youtube.com/upperdarby.org

Pledge of Allegiance to the flag of the United States of America

Moment of Silence

Opening of Meeting

Roll Call

Andrew Hayman (AH), Danyelle Blackwell (DB), Brian Andruszko (BA), Sheikh M. Siddique, (SS),
Matt Silva (MS), Brian K. Burke (BB), Michelle Billups, (MB), Meaghan Wagner (MW),
Hafiz Tunis Jr. (HT), Laura Wentz (LW)

Lisa Faraglia (LF), excused

Present at the Meeting

Barbarann Keffer, Mayor
Vincent A. Rongione, CAO
Chief Municipal Clerk, Alexis Cicchitti
Solicitor Sean Kilkenny
Solicitor Courtney Richardson
Sergeant of Arms, Officer Anthony Bateman

Rules for Meeting Decorum

“Upper Darby residents have the opportunity to speak for three (3) minutes. Residents are prohibited from making threats, using profanity, or acting in a manner that would impede or prevent the conduct of the business of the meeting. Public Forum should not exceed thirty (30) minutes.”

Approval of the March Minutes

Approval of the Committee Meeting Minutes of March 2, 2022
Approval of the Council Meeting Minutes of March 16, 2022
Approval of the Special Meeting Minutes of March 23, 2022

Motion to approve the March Minutes: LW/MW
Moved and seconded. All in favor. The March Minutes were approved.

Public Forum

Speakers:

Olivia Taylor, 204 Kent Road, wanted to know what E-Collect is.

Lee Jordan, 90 Pilgrim Lane, requests that residents get confirmation of receipt of RTK requests, suggested that someone from Parking Enforcement be present for future conversations, against 30 minute time limit for Public Forum, concerned about littering

Kyle McIntyre, 1040 Drexel Avenue, Pride Festival matters, LGBTQ community needs support

Brian Taylor, 7258 Lamport Road, POW/MIA flag, COVID pay for essential workers, youth employment programs, updates for 2nd Ward Playground

Tom Wagner, 1006 Childs Avenue, disturbed about trend happening regarding ARPA funds

Bonnie Hallam, 4719 Woodland Avenue, release ARPA funds, celebration this Saturday for Earth Day at Naylor's Run Park at 2pm to dedicate the tree nursery. In addition, Habitat for Humanity is planting over 80 trees throughout the Township. On Sunday, Arbor Day celebration starting at 1:30 at Bloomfield and Rosemont.

Jeanne Mann, 706 Foss Avenue, release ARPA funding

Tom Clay, 4000 Garrett Road, problem in street with large puddle after road repair at Garrett and Morgan

Phyllis Fields, 720 Edmonds Avenue, bothered by the treatment of Ed Brown by Council President at the last Council meeting, wants ARPA funds released

The Honorable Mayor Barbarann Keffer

Mayor's Message

Good Evening.

This Saturday, April 23, I am co-hosting a Pet Expo event with Representative Mike Zabel from 10am-12pm at Kent Dog Park. Upper Darby Township has provided funding for up to 100 free rabies vaccinations. Residents can call 610-734-7626 to register their pets for the vaccination. Bywood Animal Hospital will be administering shots and there will be vendors as well. The forecast for this weekend looks good so far and I hope to see you at this or other events.

In celebration of Earth Day and Arbor Day, there are multiple events this weekend. On Saturday, Pete Leahy from the Marine Corps League is heading a creek clean up at Naylor's Run Park starting at 9 am. At 2pm, also at Naylor's Run Park, there will be a dedication of the Native Tree Nursery. The tree nursery is a collaborative project between the Shade Tree Commission, the UD Tree Tenders and the Parks Division of the township administration.

On Sunday, members of the Shade Tree Commission, the Tree Tenders and the township are getting together again to plant trees along the newly constructed Darby Creek Trail. Planting will begin at 1:30 and participants will meet at Bloomfield and Rosemont Avenues. We could use some extra hands. The link to sign up is on the township website homepage.

There will be an Identity Theft Protection event held at Beverly Hills Middle School on Wednesday, April 27th from 5-7:30pm. Each Upper Darby resident is allowed two boxes or bags of papers to be shredded on site. Acceptable materials include legal documents, bank & credit card statements, checkbooks, as well as tax and medical records. A Drug Take Back Van from the Delaware County DA's Office will also be on site.

A quick update on some of our above-ground projects: the bids for improvements to the 2nd Ward Playground will be in early next week and the scope of that project includes new playground equipment, a pavilion, a walking path, new lighting and security cameras. In addition, today, we met with NV5, the firm that will design the upgrades to Observatory Field; those include a multi-purpose field, a walking path, new playground equipment, pickleball courts, a skatepark and stormwater improvements.

The 2nd Ward Playground project is funded through Community Development Block Grant (CDBG) funds and the Observatory Field project is funded through a DCNR grant with a match from our capital improvement budget. CDBG, DCNR grants, and capital improvement funds all belong to the community; they are all taxpayer-funded monies. And so is American Rescue Plan money. All this is to say that even though the ARPA funds are being tied up by a slim majority of Council, my administration is still working to get above-ground projects completed and reinvest in our parks and open spaces.

This evening, we will have a presentation on the township's state of financial affairs by Donna Stilwell, from Brinker-Simpson, the firm now serving as Interim Finance Department Director, and from Vijay Kapoor, a financial consultant who worked with us last year and presented in executive session. We plan to do a quarterly financial report going forward.

First, we will hear from Donna Stilwell.

Presentation by Donna Stilwell of Brinker Simpson and Co. LLC

**See attached*

Presentation by Vijay Kapoor of the Kapoor Company, Advisors and Consultants

**See attached*

Mayor Keffer thanked Donna Stilwell and Vijay Kapoor for their time and added that her message was concluded.

Council President Burke stated that the audience could ask questions following the Presentation.

Several members of the public asked questions and/or made comments.

President of Council, Brian K. Burke

Council President Burke thanked the Presenters. He acknowledged that it is hard for Council members to be everywhere and to attend all events, but they do try to attend what they are able to.

Treasurer's Report: David Haman, Treasurer

There was no report. Mr. Haman encouraged the Council to release the ARPA funds, as he believes it to be in the best interest of the residents

COMMITTEE REPORTS

Municipal Services, Licensing and Public Works Committee

Chair: Hafiz Tunis Jr.

Members: Michelle Billups, Andrew Hayman, Brian Andruszko

Resolution No. 16-22, to apply to the County Council for an allocation of the County Liquid Fuel Tax Funds in the amount \$89,168.00

Solicitor Killkenny gave a brief on Resolution No. 16-22

Motion to approve: DB/AH

Moved and seconded. All in favor. Resolution No. 16-22 is approved.

Finance and Appropriations Committee

Chair: Laura A. Wentz

Members: Matt Silva, Meaghan R. Wagner, Brian Andruszko

Resolution No. 17-22, a Resolution of Upper Darby Township, Delaware County, Pennsylvania authorizing the submission of the formal application and business plan for funding from the Commonwealth of Pennsylvania Redevelopment Assistance Capital Program ("RACP") Grant for the purpose of redeveloping the 7000 Walnut Street property as a Community Center

Solicitor Richardson gave a brief on Resolution No. 17-22

Motion to approve: DB/HT

In response to a question from L W, Mike Galante stated that the earmark funding could be utilized as the match. The earmark funding was an application that was submitted through Congresswoman Scanlon's office.

Moved and seconded. All in favor. Resolution No. 17-22 is approved.

Public Safety Committee

Chair: Lisa Faraglia

Members: Andrew Hayman, Danyelle Blackwell, Meaghan R. Wagner

Introduction of Ordinance No. 3118, an Ordinance of Upper Darby Township, Delaware County, Pennsylvania to amend Section 7, "Fire Safety Inspections" of Ordinance No. 3103; repealing all Ordinances and parts of Ordinances inconsistent herewith; providing a severability clause and providing an effective date

Solicitor Richardson gave a brief on Ordinance No. 3118

Motion to introduce and advertise: LW/DB

A roll call vote was taken. 10 in favor, 1 excused (LF). Motion to introduce and advertise Ordinance No. 3118 is approved.

Law and Government & Rules and Procedures Committee

Chair: Matt Silva

Members: Meaghan R. Wagner, Laura A. Wentz, Andrew Hayman

Resolution No. 18-22, a Resolution declaring Upper Darby Township's intent to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual and provide for the destruction of certain public records

Solicitor Killkenny gave a brief on Resolution No. 18-22

Motion to approve: LW/MB

Moved and seconded. 10 in favor, 1 excused (LF). Resolution No. 18-22 is approved.

Solicitor

Solicitor Killkenny stated that his office has been working administratively with various departments helping answer questions with code, zoning and various other factors.

Old Business

MB reminded everyone that the Community Engagement Committee would be holding the Mental Health and Wellness Fair on May 14, 2022, from 11am until 3pm at the 69th Street Recreation Center. This Fair is in conjunction with the Joanne Lewis Foundation, which will be holding a walkathon. There will be a number of vendors participating as well as food and activities for the children. There will be therapists there as well. The hope is that this will be an annual event.

HT stated that there are no people of color on “prominent” committees. He added that having people of color on Council shows how far the Township has come and that the committees should reflect that. He demanded “a seat at the table” for the people of color on the Council.”

President Burke responded to HT’s comments. He stated that he had previously told HT that he would look at this and that they will discuss this. He added that he recently went out to speak to one of HT’s constituents for an issue in his district. President Burke stated that the Council has been very busy for the last 70 days with other issues and that he has never not returned a phone call or text from HT. He reiterated that they would have a conversation. HT added that he was not asked what Committee he would like to serve on as he was in the past, but was assigned to a Committee that “virtually no Ordinance can go through”.

LW asked if cats were included in the Pet Expo and the Mayor stated that she could call 610-734-7626 for more information and to register for vaccinations.

CAO Rongione added that cats are included but must be in crates.

New Business

DB stated that there would be an event for Earth Day on Friday, April 22, 2022 at 5pm at the Observatory Park. The idea is that if one area of the Township is clean, people can volunteer to clean up other areas.

BB asked if the Township could look at the Marshall Road field to see if outside programs applied for permits for the field preventing Township residents from using the field.

AH made a Motion to add Ordinance No. 3111 to the next Agenda. HT seconded the Motion. A roll call vote was taken. 5 in favor (AH, DB, SS, MB, HT) 5 opposed (BA, MS, BB, MW, LW), 1 excused (LF).

Mayor Keffer broke the tie and voted in favor of adding the Ordinance to the next Agenda.

AH stated that on April 10, there would be a meeting at Bywood Elementary School. Director of Parking Enforcement, Sekela Coles, would be present to answer questions that residents have about parking permits. All are welcome to join.

SS stated that Muslims around the world are celebrating the holy month of Ramadan. He invited all of the Council, the Administration and the Mayor to the Mosque on Sunday, April 24, 2022 at 7:30 pm.

MS stated that the walkway in Gillespie Park has had an issue with vehicles driving on it and this is a hazard. CAO Rongione stated that the Township would look at this issue.

Solicitor Kilkenny stated that the Mayor stated that earlier in the meeting, when there was a debate regarding her desire to break the tie, she never formally broke the tie because the debate continued. She wanted to formally break the tie in favor of adding Ordinance No. 3111 to the next Agenda. Council President Burke stated that this was fine.

MB wanted to thank Superintendent Bernhardt for the police presence in her neighborhood following the shootings.

Adjournment

**Motion to adjourn: SS/HT
Moved and seconded. All in favor.
The Meeting was adjourned at 8:48 p.m.**

Respectfully submitted,

Alexis Cicchitti

Alexis Cicchitti

Chief Municipal Clerk

The video of this meeting can be viewed in its entirety on youtube.com/upperdarby.org

March 2022 Financial Report

Attached is a summary of the Q1 financial results of the General, Sewer and Highway Funds for the period ended March 31, 2022 and the preceding 3 years.

Cash balances by fund as of 3/31/22 are also attached.

According to the reports, the General and Highway funds have a budgeted surplus.

Real Estate Transfer Tax

The Real Estate Transfer Tax, which is new revenue in 2022, has generated \$305k in the first quarter. This is just over 50% of \$625k budget for the year.

Public Works and Other Revenue

Donna Stilwell met with members of the Public Works department for an introduction of the team members and to discuss areas of focus for the Brinker Simpson team. Sources of revenue for Public Works were discussed. There are fees that the Township may want to consider increasing, such as bulk trash. The Township may also consider charging a \$5 fee for the recycling bins, which were covered by a grant in the past. The Township plans to canvas other local townships for comparison and to substantiate the potential increase.

The Township should look at all fee structures to determine if increases are warranted.

2021 Audit

The Brinker Simpson team is assisting the Finance Office in preparing for the 2021 audit. This includes helping to address the findings of the 2020 SAS 115 letters citing internal control weaknesses. Journal entries are also being reviewed on a weekly basis.

Upper Darby Township
 Summary Financial Information
 For the Quarter Ended 3/31/22

| | Q1 2022 | | | | | Q1 2021 | | Q1 2020 | | Q1 2019 | | |
|---------------------|-------------------|--------------------|---------------------|----------|---------------------|-----------------------|-------------------|-----------------------|-------------------|-----------------------|-------------------|-----------------------|
| | Q1 2022 | Encumb | Original YTD Budget | % Encumb | Remaining Balance | % of Budget Remaining | Actual | % of Budget Remaining | Actual | % of Budget Remaining | Actual | % of Budget Remaining |
| | | | | | | | | | | | | |
| General Fund | | | | | | | | | | | | |
| Revenue | 50,737,256 | | 77,965,048 | | 27,227,792 | 34.9% | 49,557,912 | 35.1% | 41,610,033 | 48.7% | 39,366,521 | 49.6% |
| Expenses | (13,382,406) | (1,136,106) | (77,750,730) | 18.7% | (63,232,218) | 81.3% | (15,932,943) | 79.7% | (18,275,485) | 77.7% | (19,909,267) | 75.2% |
| Surplus/(Deficit) | 37,354,850 | (1,136,106) | 214,318 | | (36,004,426) | | 33,624,969 | | 23,334,548 | | 19,457,254 | |
| Sewer Fund | | | | | | | | | | | | |
| Revenue | 3,849,458 | | 10,112,629 | | 6,263,171 | 61.9% | 2,747,193 | 73.3% | 2,428,379 | 76.7% | 2,861,032 | 69.0% |
| Expenses | (1,982,799) | (229,656) | (10,112,629) | 21.9% | (7,900,174) | 78.1% | (2,175,131) | 72.2% | (1,301,154) | 87.5% | (2,129,379) | 79.7% |
| Surplus/(Deficit) | 1,866,659 | (229,656) | - | | (1,637,003) | | 572,061 | | 1,127,225 | | 731,653 | |
| Highway Fund | | | | | | | | | | | | |
| Revenue | 128,496 | | 2,406,160 | | 2,277,664 | 94.7% | 6,578 | 99.7% | 6,323 | 99.7% | 2,195,206 | 4.2% |
| Expenses | (441,559) | (22,231) | (2,046,711) | 22.7% | (1,582,921) | 77.3% | (615,941) | 69.1% | (416,825) | 81.0% | (541,889) | 73.0% |
| Surplus/(Deficit) | (313,063) | (22,231) | 359,449 | | 694,743 | | (609,363) | | (410,502) | | 1,653,317 | |

NOTE: Highway fund allocation had not yet been received as of 3/31/22; however, an allocation \$1.9M was received on 4/18. This amount will be included in the Q2 Financial Summary.

Upper Daby Township
Cash Accounts Listing
Balances as of 3/31/22

Operating:

| Account Type | Bank | Total |
|--------------------------------------|-------------|----------------------|
| General Fund | Citizens | 74,125 |
| | PLGIT | 2,000,450 |
| | Santander | 44,365,127 |
| | Wells Fargo | 316,114 |
| General Fund Total | | 46,755,816 |
| Highway | Santander | 166,465 |
| | TD | 1,345,951 |
| | Wells Fargo | 121,978 |
| Highway Total | | 1,634,393 |
| Payroll | Santander | 5,663 |
| | Wells Fargo | 5,934 |
| Payroll Total | | 11,598 |
| Sewer | PLGIT | 68,571 |
| | Santander | (498,479) |
| | TD | 381,291 |
| | Wells Fargo | (56) |
| Sewer Total | | (48,674) |
| Sinking Fund | Santander | - |
| | Wells Fargo | - |
| Sinking Fund Total | | - |
| Operating Total as of 3/31/22 | | \$ 48,353,133 |

ARPA:

| Account Type | Bank | Total |
|-------------------|-------|----------------------|
| ARPA | PLGIT | 14,884,051 |
| ARPA Total | | \$ 14,884,051 |

Capital:

| Account Type | Bank | Total |
|----------------------|-------------|---------------------|
| Capital | PLGIT | 6,451,378 |
| | Santander | 380,472 |
| | Wells Fargo | 16,278 |
| Capital Total | | \$ 6,848,127 |

\$ 70,085,312

NOTE: This is a summarized presentation of bank accounts. Negative balance in Santander Sewer Fund is related to outstanding checks at 3/31/22. Cleared checks are funded by daily automatic transfers from Santander General Fund.



Upper Darby Key Financial Background and Concerns

Vijay Kapoor
The Kapoor Company
April 20, 2022

 **THE KAPOOR COMPANY**
ADVISORS & CONSULTANTS



Overview of Presentation

- On April 30, 2021, and August 18, 2021, Upper Darby participated in Act 111 interest arbitrations with its police union and fire unions
- My company analyzed Upper Darby's financial condition and employee compensation and presented this information at the interest arbitration
 - I presented similar information to Council on October 6, 2021 at an executive session
- I was asked to publicly present information at tonight's Council meeting to provide the public with an understanding of some of the key financial concerns and background that I identified during the interest arbitration process and that stood out to me
- The two key areas that I will discuss tonight are Upper Darby's declining and low fund balance (rainy day fund) and its massive unfunded retiree health care (OPEB) liabilities

Upper Darby Declining and Low Fund Balance



Declining and Low Fund Balance

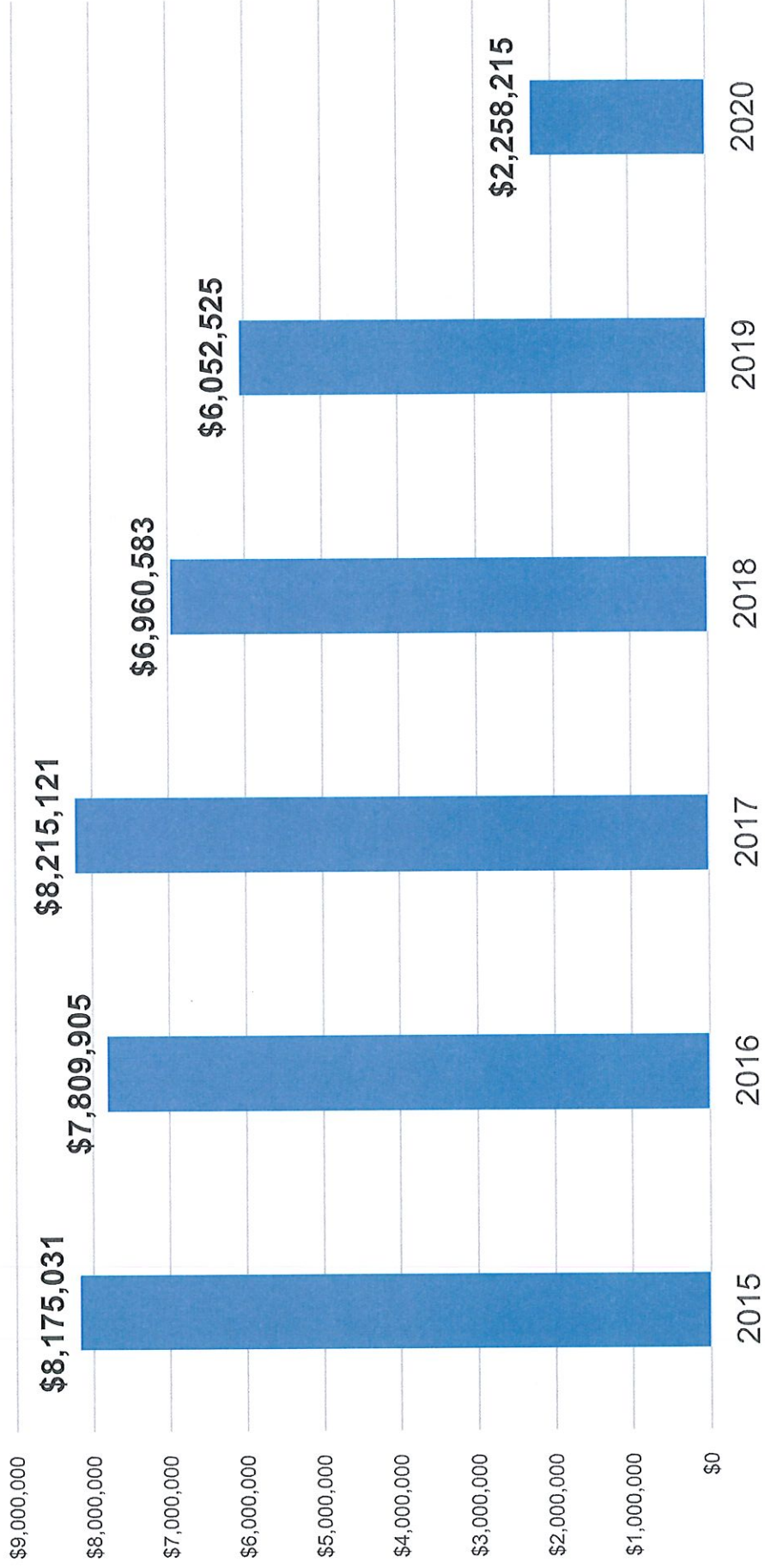
- Upper Darby's general fund balance (rainy day fund) has significantly declined over the last six years despite three tax increases over the same period
 - Why?
 - Over this period, expenses were more than revenues in 2016, 2018, 2019 and 2020 (COVID). 2020 was impacted by COVID but the trend really began in 2018 and real estate taxes were also increased during this period in 2016, 2017 and 2019
- Upper Darby's general fund balance ratio (general fund balance divided by general fund expenses and shown as a percentage), which is a key indicator of financial health, was 2.9% in 2020 which is well below the Government Finance Officers' Association's best practice of 16.7%



General Fund Balance

Upper Darby's unrestricted general fund balance has declined by \$5,916,816 or 72.4% since 2015 despite three property tax increases over this period

Upper Darby General Fund Balance 2015-2020



Source: 2015-2020 Upper Darby Audits.

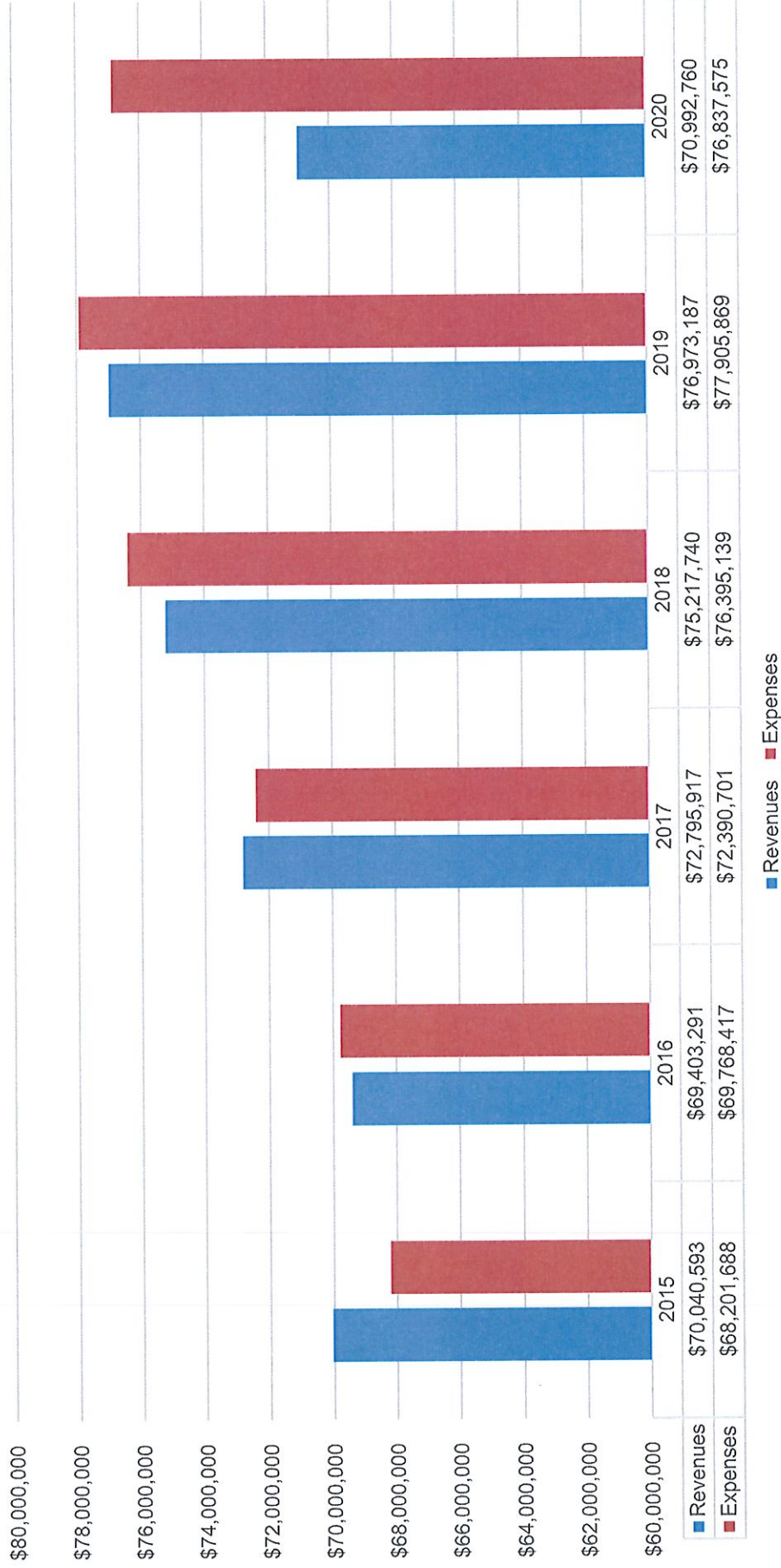
A-8



General Fund Revenues vs. Expenses 2015-2020

Upper Darby has run general fund operating deficits in four of the last six years and in each of the last three years

Upper Darby General Fund Revenues vs. Expenses (2015-2020)



Source: 2015-2020 Upper Darby Audits.



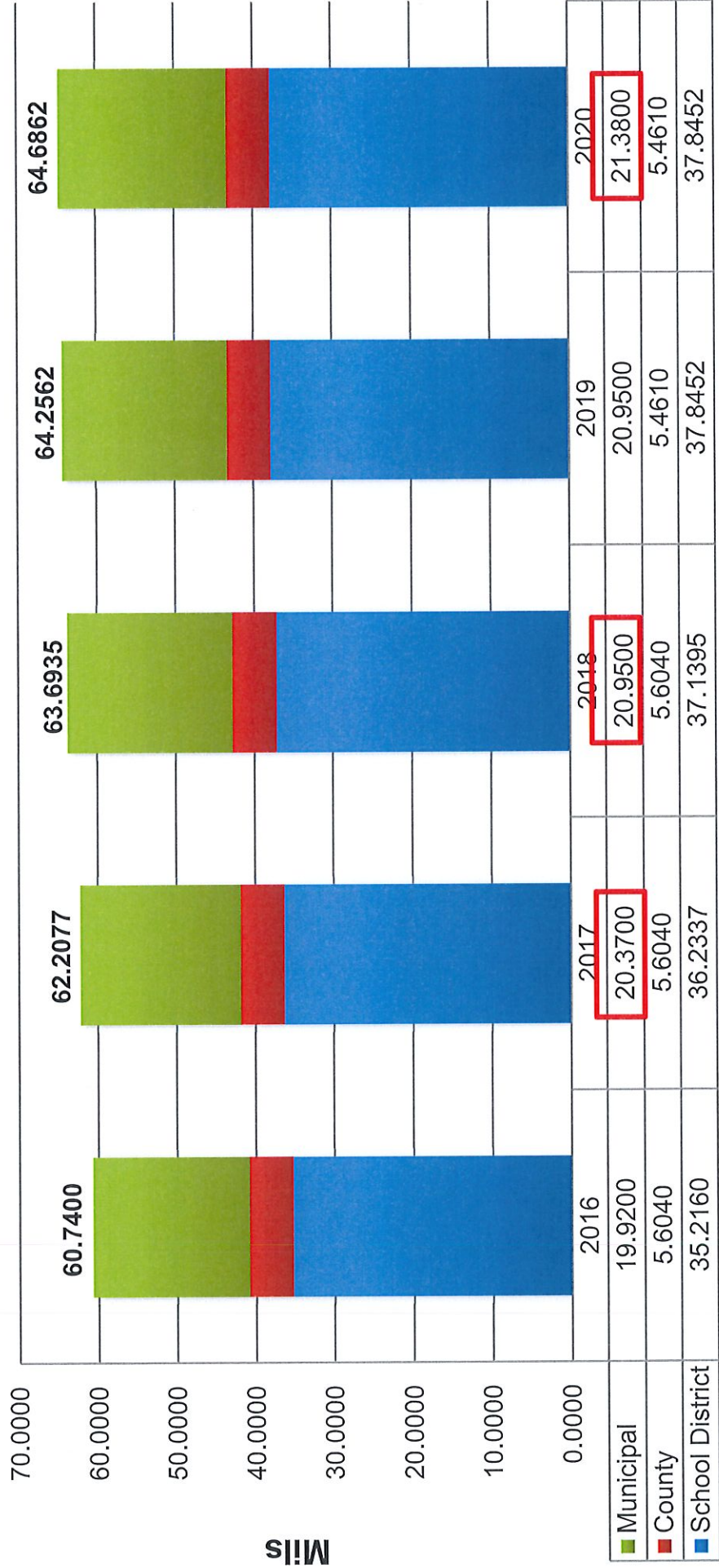
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Upper Darby Resident Millage Rates

Total Upper Darby millage (including school district and county) increased by 3.9462 mills or 6.5% from 2016 to 2020. Upper Darby raised property taxes in 2016, 2017 and 2019 for 2017, 2018 and 2020

Upper Darby Resident Millage Rates (2016-2020)



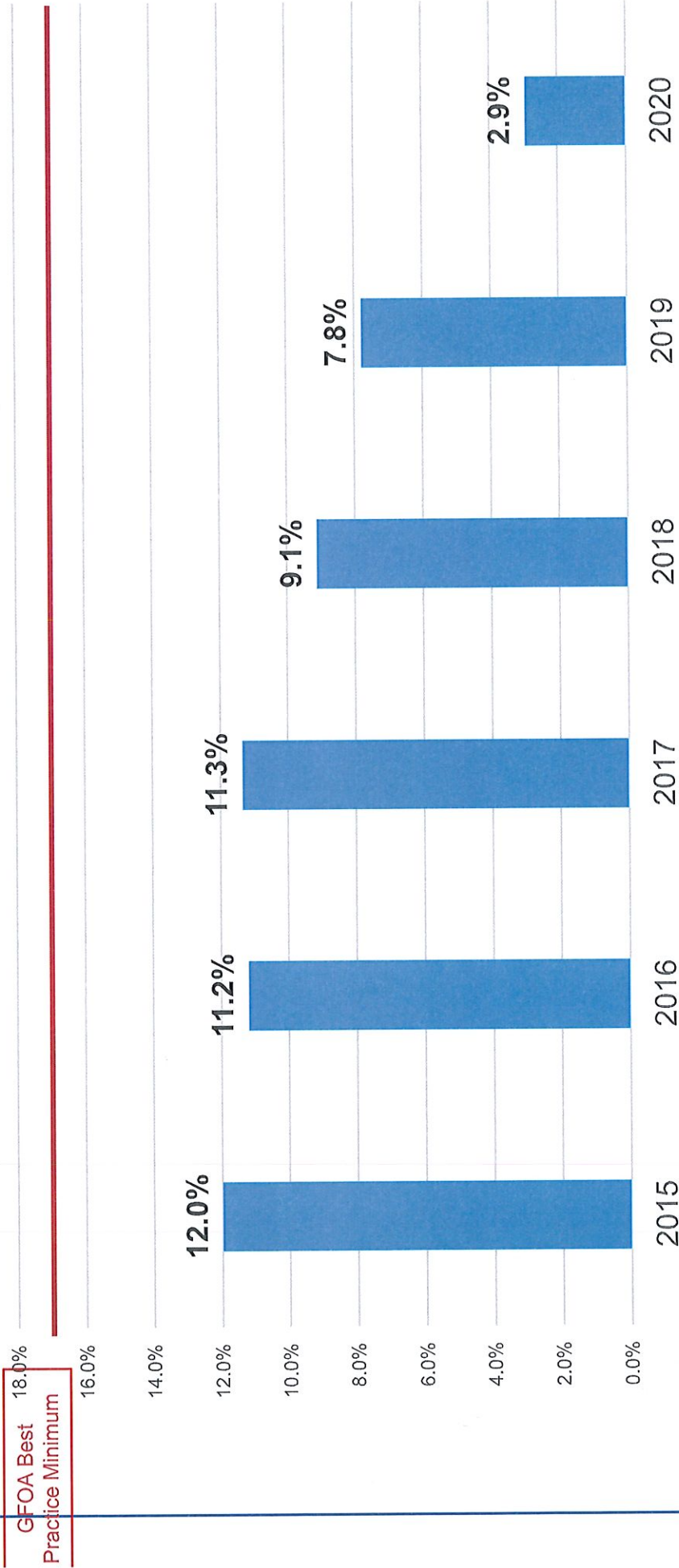
Ar-10



General Fund Balance

Upper Darby's unrestricted general fund balance ratio has declined by 75.8% since 2015 and is well below the GFOA best practice minimum of 16.7%. To meet the best practice minimum, the fund balance should be \$12,831,875 – or \$10,573,660 more than it is now

Upper Darby General Fund Balance as a % of General Fund Expenses 2015-2020



Source: 2015-2020 Upper Darby Audits.

Upper Darby Massive Retiree Benefit Liabilities



Massive Unfunded Retiree Health Care (OPEB) Liabilities

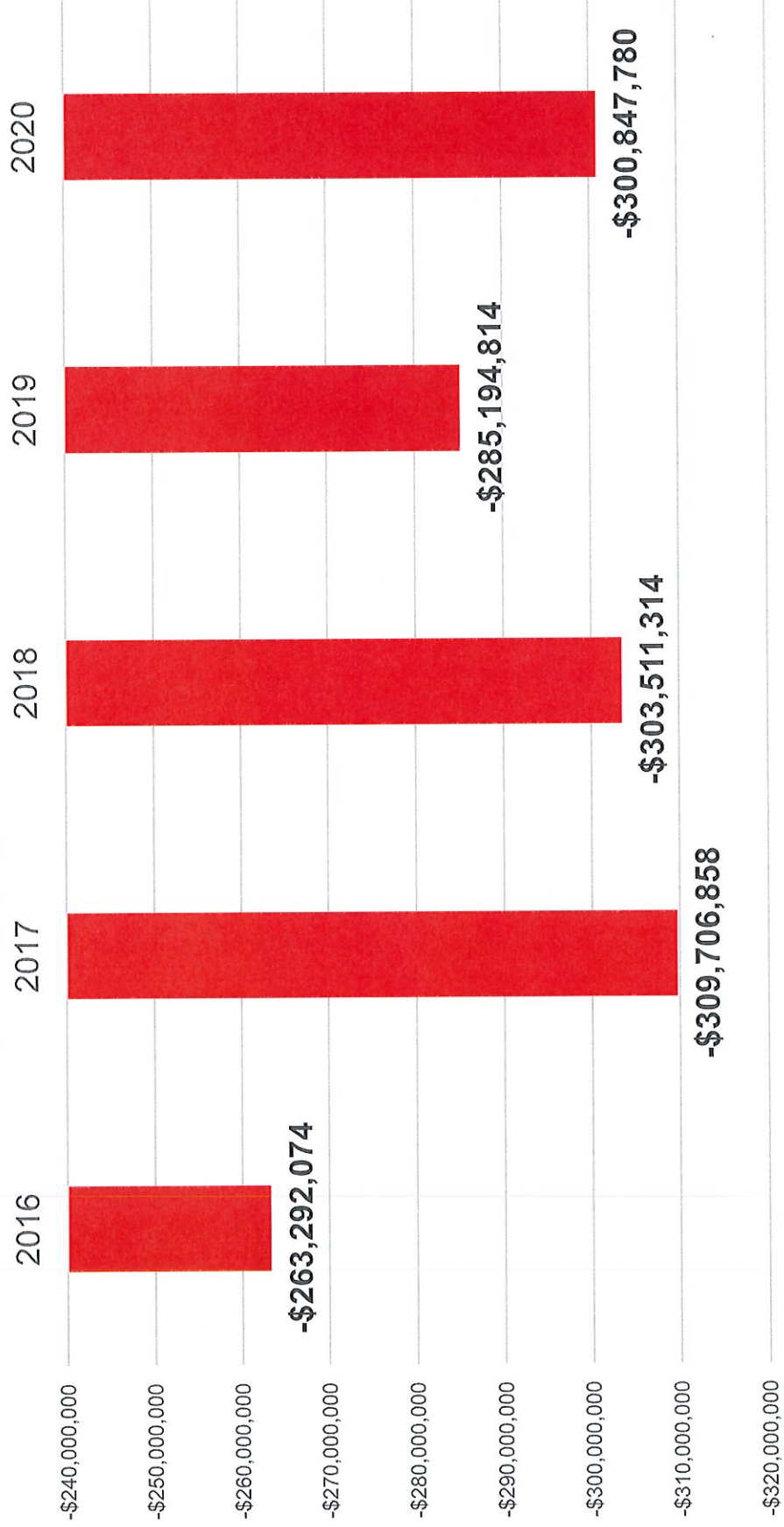
- Upper Darby's unfunded retiree health care liabilities (also called OPEB liabilities) are among the worst in the state on a per resident basis
 - These are liabilities associated with health care provided to retired Upper Darby employees
- As of December 2020, Upper Darby's unfunded retiree health care liability was \$300,847,790
- These unfunded liabilities have been greater than a quarter of a billion dollars (\$250,000,000) since at least 2016
- The City's actuary projects that actual retiree health care payments will increase by 43% by 2028



Historical Unfunded Retiree Health Care (OPEB) Liabilities

Upper Darby's retiree health care (OPEB) liabilities have been greater than a quarter of a billion dollars since at least 2016.

Upper Darby Retiree Health Care (OPEB) Liabilities 2016-2020



Source: Upper Darby 2020 Audit, p. 85 and 2017 Audit, p. 68

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OPEB Liabilities of 10 Most Populous Pennsylvania Municipalities

| Rank | Jurisdiction | County | Population | Net OPEB Liability | Per Resident OPEB Liability |
|------|--------------|----------------------|------------|--------------------|-----------------------------|
| 1 | Upper Darby | Delaware | 82,887 | \$285,194,814 | \$3,441 |
| 2 | Scranton | Lackawanna | 77,054 | \$205,891,645 | \$2,672 |
| 3 | Lancaster | Lancaster | 59,433 | \$139,648,762 | \$2,350 |
| 4 | Pittsburgh | Allegheny | 302,205 | \$437,666,111 | \$1,448 |
| 5 | Philadelphia | Philadelphia | 1,579,075 | \$1,823,900,000 | \$1,155 |
| 6 | Allentown | Lehigh | 120,915 | \$90,921,587 | \$752 |
| 7 | Reading | Berks | 88,232 | \$64,569,309 | \$732 |
| 8 | Erie | Erie | 97,263 | \$22,805,339 | \$234 |
| 9 | Bethlehem | Lehigh & Northampton | 75,461 | \$16,616,389 | \$220 |
| 10 | Bensalem | Bucks | 60,428 | \$11,073,563 | \$183 |

Source: Population from American Community Survey 2015-2019 5-Year Estimates; Net OPEB liabilities from audits as of 12/31/2019 except Philadelphia which is as of 6/30/2019



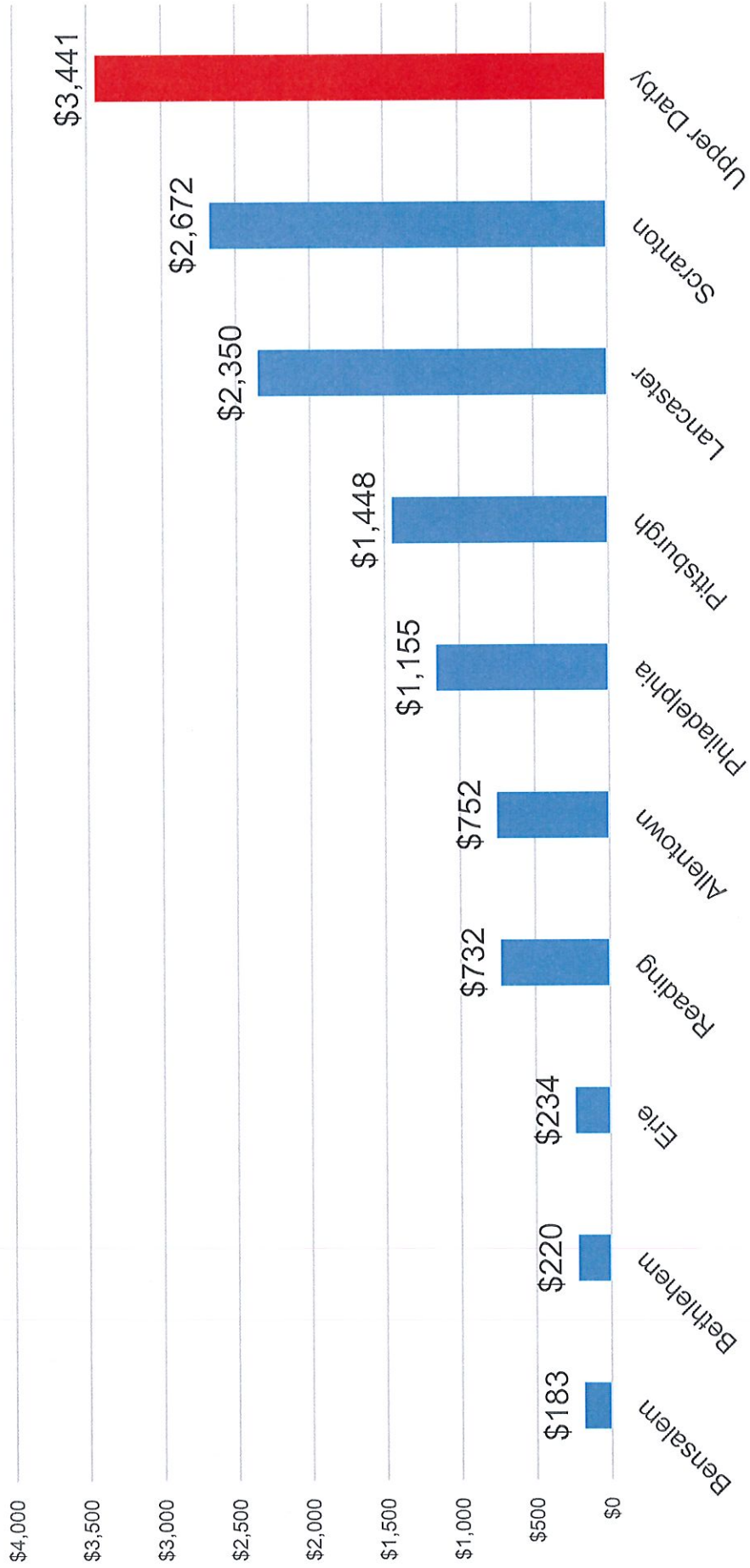
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Per Resident Net OPEB Liability

On a per capita basis, Upper Darby's OPEB liability is by far the worst among the most populous ten Pennsylvania municipalities and nearly three times more than Philadelphia

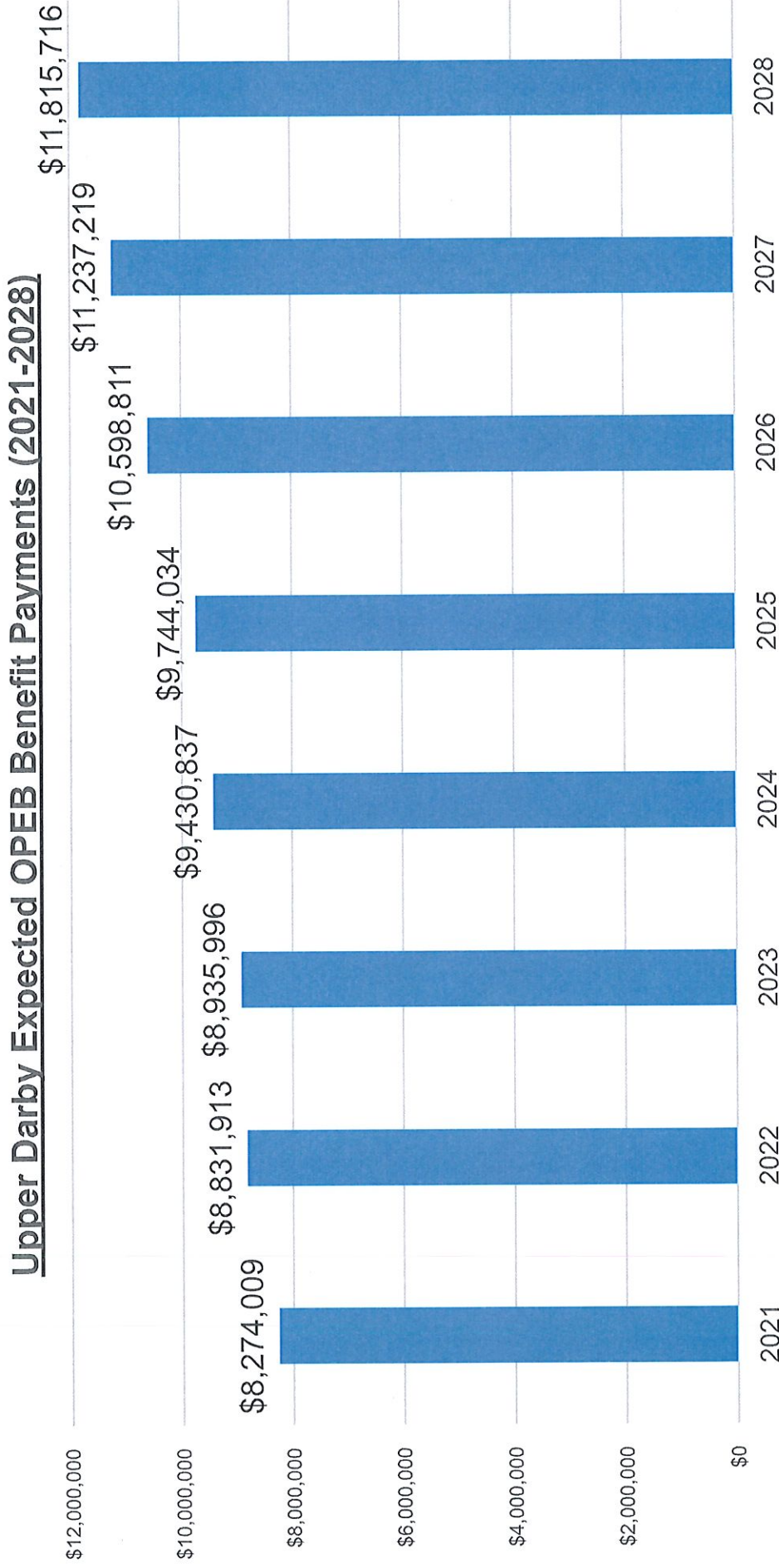
Per Capita Net OPEB Liability of 10 Largest PA Municipalities





Expected OPEB Benefit Payments

Upper Darby's expected OPEB benefit payments in 2021 were \$8,274,009 growing by \$3,541,707 or 43.8% by 2028.



Source: Upper Darby GASB 75 Valuation as of 1/1/2019, p. 7

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Conclusion

- **Declining and Low Fund Balance**
 - Upper Darby's general fund balance (rainy day fund) has significantly declined over the last six years **despite** three tax increases over the same period
 - Over this period, expenses were more than revenues in 2016, 2018, 2019 and 2020 (COVID). 2020 was impacted by COVID but the trend really began in 2018 and real estate taxes were also increased during this period in 2016, 2017 and 2019
 - Upper Darby's general fund balance ratio (general fund balance divided by general fund expenses and shown as a percentage), which is a key indicator of financial health, was 2.9% in 2020 which is well below the Government Finance Officers' Association's best practice of 16.7%

- **Massive Unfunded Retiree Health Care (OPEB) Liabilities**
 - Upper Darby's unfunded retiree health care liabilities (also called OPEB liabilities) are among the worst in the state on a per resident basis
 - As of December 2020, Upper Darby's unfunded retiree health care liability was \$300,847,790
 - These unfunded liabilities have been greater than a quarter of a billion dollars (\$250,000,000) since at least 2016
 - The City's actuary projects that actual retiree health care payments will increase by 43% by 2028

Single Application for Assistance

Web Application Id: 8479742

Single Application Id: 202008126032

Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Applicant Information

| | |
|------------------------|--|
| Applicant Entity Type: | Government |
| Applicant Name: | Upper Darby Township |
| NAICS Code | 9211 |
| FEIN/SSN Number | XXXXXXXXXX |
| DUNS Number: | |
| CEO: | Barbarann Keffer |
| CEO Title: | Mayor |
| SAP Vendor #: | XXXXXX |
| Contact Name: | Deborah Nifong |
| Contact Title: | Deputy Director of Finance and Community Developme |
| Phone: | (610)-734-7630 Ext. |
| Fax: | (610)-734-7736 |
| E-mail: | dnifong@upperdarby.org |
| Mailing Address: | 100 Garrett Road |
| City: | Upper Darby |
| State: | PA |
| Zip Code: | 19082 |

Single Application for Assistance

Web Application Id: 8479742

Single Application Id: 202008126032

Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Single Application for Assistance

Web Application Id: 8479742

Single Application Id: 202008126032

Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Company Information

| | |
|----------------------|--|
| Company Entity Type: | Government |
| Company Name: | Upper Darby Township |
| NAICS Code | 9211 |
| FEIN: | XXXXXXXXXX |
| DUNS Number: | 076957281 |
| CEO: | Barbarann Keffer |
| CEO Title: | Mayor |
| SAP Vendor #: | XXXXXX |
| Contact Name: | Deborah Nifong |
| Contact Title: | Deputy Director of Finance and Community Developme |
| Phone: | (610)-734-7630 Ext. |
| Fax: | (610)-734-7736 |
| E-mail: | dnifong@upperdarby.org |
| Mailing Address: | 100 Garrett Road |
| City: | Upper Darby |
| State: | PA |
| Zip Code: | 19082 |

Business Specifics

Single Application for Assistance
 Web Application Id: 8479742 Single Application Id: 202008126032
 Applicant: Upper Darby Township
 Company: Upper Darby Township
 Program Selected: Redevelopment Assistance Capital Program (RACP)

| | |
|-----------------------------------|-----------------|
| Current # of Full-time Employees: | |
| (In PA): | 500 |
| (World Wide:) | 0 |
| Minority Owned: | N/A |
| | Select |
| Woman Owned: | N/A |
| Total Sales \$: | 0 |
| Total Export Sales \$: | 0 |
| R&D Investment: | 0 (% of Budget) |
| Employee Training Investment: | 0 (% of Budget) |

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type.

| | | | | |
|--|--|---|---|---|
| <input type="checkbox"/> Advanced Technology | <input type="checkbox"/> Agri-Processor | <input type="checkbox"/> Agri-Producer | <input type="checkbox"/> Authority | <input type="checkbox"/> Biotechnology / Life Sciences |
| <input type="checkbox"/> Business Financial Services | <input type="checkbox"/> Call Center | <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Commercial | <input type="checkbox"/> Community Dev. Provider |
| <input type="checkbox"/> Computer & Clerical Operators | <input type="checkbox"/> Defense Related | <input type="checkbox"/> Economic Dev. Provider | <input type="checkbox"/> Educational Facility | <input type="checkbox"/> Emergency Responder |
| <input type="checkbox"/> Environment and Conservation | <input type="checkbox"/> Exempt Facility | <input type="checkbox"/> Export Manufacturing | <input type="checkbox"/> Export Service | <input type="checkbox"/> Food Processing |
| <input checked="" type="checkbox"/> Government | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Industrial | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Other | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Recycling | <input type="checkbox"/> Regional & National Headquarters |
| <input type="checkbox"/> Research & Development | <input type="checkbox"/> Retail | <input type="checkbox"/> Social Services Provider | <input type="checkbox"/> Tourism Promotion | <input type="checkbox"/> Warehouse & Terminal |

Government,

Single Application for Assistance

Web Application Id: 8479742

Single Application Id: 202008126032

Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Project Overview

Project Name:

Upper Darby Community Center RACP

Is this project related to another previously submitted project?

No

If yes, indicate previous project name:

Have you contacted anyone at Office of the Budget about your project?

No

If yes, indicate who:

Single Application for Assistance

Web Application Id: 8479742

Single Application Id: 202008126032

Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Project Site Locations

| | |
|---------------------|--|
| Address: | 7000 Walnut Street |
| City: | Upper Darby |
| State: | PA |
| Zip Code: | 19082 |
| County: | Delaware |
| Municipality: | Upper Darby Township |
| PA House: | Michael Zabel (163), Margo L. Davidson (164) |
| PA Senate: | Timothy Kearney (26) |
| Current Employees: | 500 ◆ |
| Jobs To Be Created: | 10 ◆ |
| Designated Areas: | |

Single Application for Assistance

Web Application Id: 8479742

Single Application Id: 202008126032

Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Project Budget

| | Redevelopment Assistance Capital Program (RACP) | Total Match Private | Total |
|--------------------|---|----------------------|----------------|
| Miscellaneous | \$1,500,000.00 | \$2,577,650.00 | |
| Total Project Cost | \$1,500,000.00 | \$2,577,650.00 | \$4,077,650.00 |
| Total | \$1,500,000.00 | \$2,577,650.00 | |
| | | Budget Total: | \$4,077,650.00 |

Basis of Cost

Provide the basis for calculating the costs that are identified in the Project Budget.

Bids/Quotations, Engineer Estimates

Budget Narrative

The narrative must specifically address each of the cost items identified in the Project Budget section. If an amount is placed in any of the OTHER categories, you must specify what the money will be used for. **NOTE:** Some programs have specific guidelines regarding the narrative necessary to qualify for that particular resource. Please read the Program Guidelines for details.

Preliminary Cost Model

Buell Kratzer Powell

Project: Upper Darby Community Center

Date: Aug-20

Phase: Feasibility

Section # Section Title

DIV 02 EXISTING CONDITIONS 422,500 \$

DIV 03 CONCRETE 90,000 \$

DIV 04 MASONRY 150,000 \$

DIV 05 METALS 120,000 \$

DIV 06 WOOD, PLASTICS AND COMPOSITES 15,000 \$

DIV 07 THERMAL AND MOISTURE PROTECTION 300,000 \$

DIV 08 OPENINGS 150,000 \$

DIV 09 FINISHES 180,000 \$

DIV 10 SPECIALTIES 15,000 \$

DIV 11 EQUIPMENT 15,000 \$

Single Application for Assistance

Web Application Id: 8479742

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Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Project Budget

DIV 12 FURNISHINGS 15,000 \$
DIV 13 SPECIAL CONSTRUCTION - \$
DIV 14 CONVEYING EQUIPMENT - \$
DIV 21 FIRE SUPPRESSION - \$
DIV 22 PLUMBING 75,000 \$
DIV 23 HVAC 150,000 \$
DIV 26 ELECTRICAL 180,000 \$
DIV 27 COMMUNICATIONS 22,500 \$
DIV 28 ELECTRONIC SAFETY AND SECURITY 22,500 \$
DIV 31 EARTHWORK 150,000 \$
DIV 32 EXTERIOR IMPROVEMENTS 500,000 \$
DIV 33 UTILITIES 20,000 \$
SUBTOTAL CONSTRUCTION (Hard Costs) \$ 2,592,500
GENERAL CONDITIONS @ 15% 388,875 \$
OVERHEAD AND PROFIT @ 10% 259,250 \$
PERMITS AND BONDS @ 53% 77,775 \$
TOTAL PROJECT CONSTRUCTION ESTIMATE 3,318,400 \$
Professional Fees 500,000 \$
Contingency (10% hard costs) \$ 259,250
TOTAL PROJECT BUDGET 4,077,650

Single Application for Assistance

Web Application Id: 8479742

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Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Project Narrative

How does this project provide a benefit or improvement to a community?

Identify a problem or need in the community (cultural, recreational, historical, civic). Indicate how that will be rectified with this projects completion.

Upper Darby Township, a community of nearly 83,000 in Delaware County, is on the immediate western border of the City of Philadelphia. Upper Darby is defined both by its importance as a multi-modal transportation hub and its vibrant commercial corridors. The new community center will accommodate youth programming, indoor recreation, wellness, and learning opportunities. There will be - at minimum - a large multi-purpose room (capable of hosting limited indoor sports/recreation activities such as boxing), a learning center, a computer lab, and meeting rooms. Other program spaces may include a kitchen (for cooking classes), an arts and crafts room (kiln, utility sink, etc.), and game room. It will be a location that supports the community need for fresh air, internet connectivity, and distanced outdoor gathering space. Upper Darby does not currently have a community center and this project will rectify that.

What will this project entail?

Give a complete project description. Indicate the construction, renovations or improvements that will take place. Indicate what properties will be used or purchased for use.

Consistent with its 2018 Comprehensive Plan Upper Darby is looking to transform property in the Stonehurst neighborhood into a newly repurposed Community Center. The 1/3 acre site is bounded by three streets and measures 95 by 165. The existing building occupies 41% of the site; parking and other impervious materials the remaining 59% (the site is currently 100% impervious). Because of the impervious nature of the site, and consistent with the goals of the 2018 Comprehensive Plan (connection to neighborhood greenways, improving stormwater management), innovative means of collecting and slowly releasing stormwater as well as the incorporation of green infrastructure will be incorporated. The 6th largest municipality in PA, Upper Darby is grossly underserved in terms of the available community outdoor space for residents to gather, spend time outside, and hold educational and community events. The new center will transform a completely paved corner parcel into needed green space.

How do you plan to use the funds?

Should include specific use of funds and reflect the budget provided with the application.

Upper Darby's \$1.5 million RACP request will help support the site preparation and construction of the much needed community center. It is estimated that the project will cost approximately \$4 million. Costs include, but are not limited to, demolition; stormwater management improvements; hazardous material abatement; architect; mechanical engineering plans; utilities; permits; concrete slab, glass; and site remediation. Please reference completed RDA forms.

Project Schedule and Key Milestones and Dates

A detailed schedule of activities, including key milestones and dates, must accompany this application if applicable to the project.

Feasibility Study: Month 1-2

Design & Documentation: Month 2-6

Bidding: Month 6-7 - multiprime, open public bid

Permits: Month 6-9 - permits obtained during bidding/contracts

Single Application for Assistance

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Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Project Narrative

Contracts: Month 8-9

Construction Start: Month 10 - anticipate 9 months to complete

Construction Completion: Month 25

We are currently finishing Month 1 of this process.

Single Application for Assistance

Web Application Id: 8479742

Single Application Id: 202008126032

Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Program Addenda

Section 1. Project Viability

1. Fill in your Itemization information.

Click the below link for a list of available itemizations. Identify the appropriate itemization and enter the Item No. in the "primary" box below. The related information will then automatically populate. If an additional itemization is necessary, enter a second Item No. in the "alternative" box. Special note: Act 77 of 2013 imposed a 10-year sunset provision for itemizations between their enactment date and the date of the RACP grant award.

The Item No. can be found in Column B of this Excel spreadsheet link.

Primary

Enter Item#

8220

County - Delaware

Municipality - Delaware County Redevelopment Authority

Project Description - Redevelopment, construction, demolition, infrastructure and other related costs for commercial and retail development of Upper Darby 69th Street corridor

Act Amount - 7,500,000

Available Amount - 3,500,000

Alternative

Enter Item#

County - N/A

Municipality - N/A

Project Description - N/A

Act Amount - 0.00

Available Amount - 0.00

Single Application for Assistance

Web Application Id: 8479742

Single Application Id: 202008126032

Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Program Addenda

2. Financial Necessity.

What were the factors that the Candidate relied on to arrive at the requested amount?

Estimates from Township Engineer, Michael Galante PE, PP, CME, MG Engineering Associates, LLC and Architectural firm, Buell Kratzer Powell, LTD.

3. Is your RACP total project cost at least \$1,000,000?

Yes

4. Are you looking to apply more than 50% of the RACP funding to land acquisition costs?

No

5. Are at least 50% of the total project cost paid for by another non-state funding source?

Yes

6. Will your project be completed by the 1st day of the submission period for this round?

(generally determined by the issuance of the occupancy permit, if any)

No

7. Is the anticipated construction start date within 1 year of the last day of the submission period for this round?

Yes

8. Indicate that you have reviewed the RACP Key Compliance Items and you acknowledge and agree to follow these items.

A. Link

Yes

9. Is your project eligible for City Revitalization and Improvement Zone (CRIZ) benefits?

No

10. Can your project be funded through other State programs (i.e. PENNDOT and PENNVEST)?

No

A. If yes, does your project fit one of the following exceptions; when associated with a project that is part of an economic development project stormwater, water and sewer infrastructure or tunnels, bridges or roads?

11. Please indicate the status of Site Control (for example, leasing arrangements, sales agreement, recorded deed, etc.).

Upper Darby Township currently owns the land and building.

12. Is the project located in one of the designated areas?

Single Application for Assistance

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Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Program Addenda

(KOZ, KOEZ, KIZ, KSDZ, EZ, KOIZ)

No

13. Is the project a redevelopment of Blight/Brownfield/Reclamation?

No

14. Indicate below whether the project is comprised of any of these Strategic Clusters

A. Biotech/Pharmaceutical/Life Science

No

B. High Tech & Advanced Manufacturing Materials

No

C. Energy Extraction & Mining

No

D. Business & Financial and Service

No

E. Healthcare/Medical Research and/or Education

No

F. Agriculture

No

15. Does your project involve any housing construction? If yes, elaborate below.

(Housing projects are only eligible when specialized funding is approved and remains unused under Acts 87 of 2005 & 82 of 2010. Outside of this special funding housing projects are only eligible if they support and generate economic activity and are part of a community revitalization plan.)

No

Section 2. Source & Uses of Funds (RDA Forms)

16. Download and Complete RDAs & Construction Cost breakdown Document

[Download RDAs & Construction Cost Document](#)

Uploaded Documents

Copy of RDA 300-301 and Construction Cost Breakdown.xls [View](#)

Revised Upper Darby RACP Grant Cost Model 8-11-20 (1) (3).pdf [View](#)

Single Application for Assistance

Web Application Id: 8479742

Single Application Id: 202008126032

Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Program Addenda

17. Qualified Professional

The Capital Facilities Debt Act requires a RACP grant candidate to identify who produced the cost estimates for their project. It further requires that such project cost estimate must be prepared by a qualified professional.

Please identify who prepared the project's cost estimate, and give their title and/or professional qualifications below

Estimates and breakdowns obtained from Township Engineer, Michael Galante PE, PP, CME, MG Engineering Associates, LLC and Architectural firm, Buell, Kratzer Powell, LTD.

Section 3 Involved Organization

(Candidate normally the beneficiary of the grant)

18. Candidate's Board President or Top Executive or Officer

(If a grantee is not known, this is whom the RACP letter will be directed).

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email & Phone Number

Upper Darby Township
Barbarann Keffer, Mayor
100 Garrett Road
Upper Darby, PA 19082
mayor@upperdarby.org
610-352-4103

19. Candidate's person to contact for project information

(if different from above)

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email & Phone Number

Upper Darby Township
Alison Dobbins, Director of Special Projects
100 Garrett Road
Upper Darby, PA 19082
adobbins@upperdarby.org
610-247-4720

20. Grantee's Chief Elected Official or Officer

(This is to whom the RACP letter will be directed).

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email & Phone Number

Single Application for Assistance

Web Application Id: 8479742

Single Application Id: 202008126032

Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Program Addenda

Upper Darby Township
Barbarann Keffer, Mayor
100 Garrett Road
Upper Darby, PA 19082
mayor@upperdarby.org
610-352-4103

21. Grantee's Contact Person

(if different from above)

Please make sure to include the following in the text area:

Organization, Contact Person, Title, Complete Address, Email & Phone Number

Upper Darby Township
Alison Dobbins, Director of Special Projects
100 Garrett Road
Upper Darby, PA 19082
adobbins@upperdarby.org
610-247-4720

22. Please list the amount of any prior RACP Grants (if none, enter \$0.00) (\$X,XXX,XXX.00)

0

23. Please identify prior RACP grants awarded to the entity applying for the grant or a related candidate.

Provide the grant ME number (300-XXXX), name of the project, award amount, and the recipient for each prior grant. If the past recipient is not the current candidate, provide the connection to the current candidate (If no prior grants, enter none).

None

24. Other commonwealth Assistance

A. Have you or a related company received an economic benefit in the form of a grant, loan or tax credit from a Commonwealth program within the last 2 years for this project?

No

If so, please provide details

B. Do you or a related company currently have an application for economic benefits in the form of a grant, loan or tax credit pending with a Commonwealth program for this project?

No

Single Application for Assistance

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Applicant: Upper Darby Township

Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Program Addenda

If so, please provide details

Single Application for Assistance

Web Application Id: 8479742

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Company: Upper Darby Township

Program Selected: Redevelopment Assistance Capital Program (RACP)

Program Requirements

e-RACP Application Submission Fee

The program requires a \$500 e-Application fee to be paid at the time of submission. Payment must be made online by credit card through a secure, third-party vendor. Only MasterCard, Visa, and Discover are accepted.

Please review the following program reminders and click the acknowledgement:

To be RACP eligible, a project MUST have:

An eligible itemization line item

Total project costs of at least \$1 million which contains construction

At least 50% of RACP eligible match contribution.

RACP Scope

If awarded, the RACP scope will be reviewed and possibly adjusted during the development of a grant agreement.

The RACP scope must include a construction component and cannot be 100% land reimbursement.

The RACP scope is not officially approved until RDA forms are executed by the Office of the Budget.

Grant compliance requirements include, but are not limited to:

Competitive bidding requirements (3 written solicitations)

Pennsylvania Prevailing Wage Act

Steel Products Procurement Act

Public Works Contractors' Bond Law (payment & performance bonds)

Insurance (worker's comp, general liability, & property)

By selecting yes, you are acknowledging the above. Then click continue.

Yes



Office of the Budget
Single Application for Assistance

Single Application #: 202008126032

This page must accompany all required supplemental information **Mail to:**

**Office of the Budget
Redevelopment Assistance Capital Program
333 Market Street, 18th Floor
Harrisburg, PA 17101**

I hereby certify that all information contained in the single application and supporting materials submitted to Office of the Budget via the Internet, Single Application # 202008126032 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).



Signature: Alison Dobbins

The Office of the Budget reserves the right to accept or reject any or all applications submitted on the Single Application for Assistance contingent upon available funding sources and respective applicant eligibility.

**UPPER DARBY TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 16-22

**A RESOLUTION OF UPPER DARBY TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA
AUTHORIZING APPLICATION TO THE COUNTY COUNCIL OF DELAWARE COUNTY FOR AN
ALLOCATION OF COUNTY LIQUID FUEL TAX FUNDS TO BE USED IN THE IMPROVEMENT
OF RESURFACING VARIOUS STREETS THROUGHOUT THE TOWNSHIP**

WHEREAS, the undersigned Municipality desires to take advantage of the act approved June 1, 1954, P.P. 1242 and as provided in the act approved May 18, 1945, P.P. 803, permitting counties of the Commonwealth of Pennsylvania to appropriate and expend moneys for the improvement and maintenance of state highways and state aid highways or any public highway in any county of the Commonwealth; and,


NOW, THEREFORE, BE IT RESOLVED, the Officials of Upper Darby Township, Delaware County, Pennsylvania, in a regular session assembled on this 20th Day of April 2022, do hereby make application to the County Council of Delaware County for an allocation of County Liquid Fuel Tax funds in the amount of \$89,168.00 to be used in the improvement of:


**RESURFACING VARIOUS STREETS THROUGHOUT
THE TOWNSHIP, ESTIMATED TOTAL COST OF
PROJECT: \$89,168.00**

It is certified by the Municipality and the Officers who execute this application that all materials used, and work done hereunder, shall conform to the current Pennsylvania Department of Transportation ("Department") specifications, or specifications approved by the Department, and that all work will be done within the legal right of way or with permission of the abutting property owners.

RESOLVED, THIS 20th DAY OF APRIL, 2022

ATTEST: 
MICHELLE BILLUPS
SECRETARY OF COUNCIL

BY: 
BRIAN K. BURKE
PRESIDENT OF COUNCIL

ATTEST: 
VINCENT A. RONGIONE, ESQ.
CHIEF ADMINISTRATIVE OFFICER

BY: 
BARBARANN KEFFER, MAYOR

**UPPER DARBY TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA**

Resolution No. 17-22

A RESOLUTION OF UPPER DARBY TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA AUTHORIZING THE SUBMISSION OF THE FORMAL APPLICATION AND BUSINESS PLAN FOR FUNDING FROM THE COMMONWEALTH OF PENNSYLVANIA REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (“RACP”) GRANT FOR THE PURPOSE OF REDEVELOPING THE 7000 WALNUT STREET PROPERTY AS A COMMUNITY CENTER.

WHEREAS, Upper Darby Township was awarded funds from the Commonwealth of Pennsylvania’s Office of the Budget in the amount of \$1,000,000 in January 2021 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, the property located at 7000 Walnut Street is in a deteriorating condition;
and

WHEREAS, Upper Darby Township Council (“Council”) believes it to be in the interest of the Township to apply for the Redevelopment Assistance Capital Program (“RACP”) Grant and utilize the funding to further efforts to create a Community Center in the Township; and

WHEREAS, the Township has received \$1,000,000.00 in Federal Community Project Funding as matching funds and is committing \$1,000,000.00 of interim financing for the purpose of creating a Community Center; and

WHEREAS, \$1,000,000.00 in matching funds and interim financing will be withdrawn from the General Fund account.

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 submit the formal application and business plan for funding from the Commonwealth of Pennsylvania Redevelopment Assistance Capital

Program ("RACP") grant for the purpose of redeveloping the 7000 Walnut Street property as a community center.

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 20th day of April, 2022.

BY: 
BRIAN K. BURKE
PRESIDENT OF COUNCIL

ATTEST: 
MICHELLE BILLUPS
SECRETARY OF COUNCIL

Resolution No. 17-22 is hereby approved this 20th day of April, 2022.

BY: 
BARBARANN KEFFER
Mayor

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

**UPPER DARBY TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA**

RESOLUTION NO. 18-22

**A RESOLUTION DECLARING UPPER DARBY TOWNSHIP'S INTENT TO FOLLOW
THE SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS SET
FORTH IN THE MUNICIPAL RECORDS MANUAL AND PROVIDE FOR THE
DESTRUCTION OF CERTAIN PUBLIC RECORDS**

WHEREAS, recognition of the need for a workable local records management program in Pennsylvania led to the passage of the Municipal Records Act of 1968, and the creation of the Commonwealth's Local Government Records Committee;

WHEREAS, the Committee's responsibility is to develop records retention and disposition schedules for each municipal office;

WHEREAS, Municipal officers are authorized by the Municipal Records Act, 53 Pa.C.S. §1381 *et. seq.*, to dispose of records in accordance with schedules and guidelines that have been approved by the Committee;

WHEREAS, the Committee established a retention and disposition schedule for records of Pennsylvania municipal governments in the Municipal Records Manual created on December 16, 2008 (as amended July 23, 2009, March 28, 2019);

WHEREAS, the goal of the establishment of records disposition procedures for the use of the Township will help ensure the preservation of records of permanent value and encourage the destruction of nonessential records when appropriate; and

WHEREAS, Upper Darby Township (the "Township") intends to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual; and

WHEREAS, the Township desires to dispose of records according to statutory requirements; and

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, BE IT RESOLVED, by the Township Council of Upper Darby Township, Delaware County, Pennsylvania, in accordance with the above cited Municipal Records manual, hereby authorizes the disposition of the following public records:

1. Administrative correspondence no longer of value prior to 2016. 2 boxes.
2. Purchasing records prior to 2016, 35 boxes.
3. Payroll records prior to 2016, 18 boxes.
4. Health complaints and enforcement records prior to 2016, 18 boxes.

5. Police attendance records prior to 2016, 18 boxes.

ADOPTED and **RESOLVED** by the Upper Darby Township Council this 20th day of **April, 2022.**

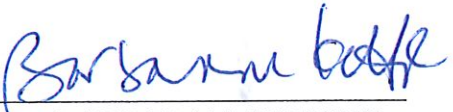
BY: 

BRIAN K. BURKE
President of Council

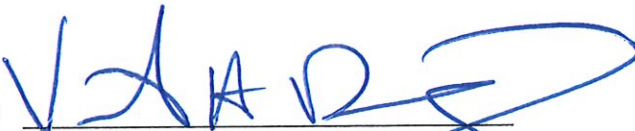
ATTEST: 

MICHELLE BILLUPS
Secretary of Council

Resolution No. 18-22 is hereby approved this 20th day of April, 2022

BY: 

BARBARANN KEFFER,
Mayor

ATTEST: 

VINCENT A. RONGIONE, ESQ.
Chief Administrative Officer