

AGENDA

FOLCROFT BOROUGH COUNCIL MEETING

FEBRUARY 16, 2021

PRESIDENT – Joseph Papaleo: Call the Council Meeting to order at 7:00 PM

Mayor: Flag Salute and Invocation.

Roll Call (Council President Papaleo, Councilman Kyle Willis, Councilwoman Leigh Daly, Councilman Nick Waters, Councilwoman Malinda Isaac, Councilman Jason McGuigan, Councilman Robert Ruskowski, Mayor Bob Frey, Solicitor Alex Baumler, Secretary/Manager Andrew Hayman)

Audience Participation

Engineer's Report

Public Finance & Administration - *Mr. Papaleo*

- Motion to approve the bill list for the month of January, 2021
- Motion approve the Treasurer's report for the month of January, 2021
- Motion to approve the January 5th, 2021 Workshop Meeting Minutes and January 19th, 2021 Council Meeting Minutes
- Consideration of an engagement letter from Brinker Simpson
- Consideration of a 2021 Salary Resolution

Public Works Committee - *Mr. Willis*

- Discuss any new business.

Public Safety Committee - *Mr. Ruskowski*

- Motion to approve the Police Chief's Report for the month of January, 2021
- Motion to approve the Fire Chief's Report for the month of January, 2021
- Motion to approve the Fire Marshall's Report for the month of January, 2021
- Discuss posting notice of a promotional test.

Public Health and Literacy - *Ms. Isaac*

- Discuss any new business.

Municipal Planning and Zoning – *Mr. Waters*

- Discuss any new business.

Public Parks and Recreation – *Ms. Daly*

- Discuss any new business.

Municipal Legislation – *Mr. Waters*

- Discuss a Folcroft Schedule of Fees.

New Construction Committee – *Mr. Willis*

- Discuss any new business.

Parking Permit and Paving Committee – *Mr. Willis*

- Discussion of a proposed parking permit plan.
- Discussion of proposed changes to the Driveway Maintenance Ordinance.

Police Chief's Report

Solicitor's Report

Finance Director's Report

Borough Manager's Report

Old Business

New Business

Adjournment

APPENDIX A

Reports to Council

- Bill List for January, 2021
- Treasurer's report for January 2021
- Engineer's Report
- Police Chief's Report January 2021
- Fire Chief's Report January 2021
- Fire Marshall's Report January 2021
- Borough Managers Report
- Parking Permit and Paving Committee Report
- Posted Notice for Police Promotional Test
- January 5th Meeting Minutes
- January 19th Meeting Minutes
- Engagement Letter from Brinker Simpson

Bill List January 2021

Folcroft Borough
Transaction Detail by Account
January 2021

Type	Date	Num	Name	Memo	Cr	Split	Amount	Balance
105.000 - Checking - General - Republic								0.00
Check	01/08/2021	5100	Signal Service, Inc.	Invoice 38706		-SPLIT-	-200.00	-200.00
Check	01/08/2021	5101	Borough of Sharon Hill	October 2020		410.900 · Miscellaneous Police Expenses	-819.75	-1,019.75
Check	01/08/2021	5103	Halo Service Company	Invoice 32661		411.374 · Vehicles - Maintenance	-205.84	-1,225.59
Check	01/08/2021	5104	Lenni Electric Corporation	Invoice 201228		434.100 · Highway Street Lighting	-167.00	-1,392.59
Check	01/08/2021	5105	Delaware County Public Schools Healthcare	Invocie 2483		487.159 · Medical Insurance	-54,072.08	-55,464.67
Check	01/08/2021	5106	ProAction Restoration	Invoice 4122-17249		409.700 · Capital Expenditures	-175.00	-55,639.67
Check	01/08/2021	5107	Kilkenny Law LLC	December 2020		-SPLIT-	-3,990.00	-59,629.67
Check	01/08/2021	5108	Health Mats Company	Invoice 449803		409.370 · Maintenance and Repairs	-124.48	-59,754.15
Check	01/08/2021	5109	Certified Roofing and Siding	Boro Hall flat roof repair		409.370 · Maintenance and Repairs	-500.00	-60,254.15
Check	01/08/2021	5110	Emel Company, Inc.	Invoice 20203651		438.000 · Repairs to Highways & Bridges	-650.00	-60,904.15
Check	01/08/2021	5111	H & H Disposal Service, Inc.	Invoice 3364		427.450 · Special Sanitation Services	-24,828.17	-85,732.32
Check	01/08/2021	5112	E Collect PA LLC	Invoice 101		400.124 · Financial Consultant	-14,057.41	-99,789.73
Check	01/08/2021	5113	21st Century Media- Philly Cluster	Account 881562		400.341 · Advertising	-769.58	-100,559.31
Check	01/08/2021	5114	Peco Energy - Summary Bill			-SPLIT-	-6,193.01	-106,752.32
Check	01/08/2021	5102	Void			400.161 · Fica	0.00	-106,752.32
Check	01/18/2021	5115	ProAction Restoration	VOID:	√	409.700 · Capital Expenditures	0.00	-106,752.32
Check	01/18/2021	5116	Signal Service, Inc.			434.100 · Highway Street Lighting	-217.28	-106,969.60
Check	01/18/2021	5117	ODB Company			430.245 · Materials and Equipment	-941.26	-107,910.86
Check	01/18/2021	5118	Peco - Payment Processing 28009-00501			-SPLIT-	-531.17	-108,442.03
Check	01/18/2021	5119	Eastern Salt Company Inc.			295.000 · Due To/Due From Highway Fund	-1,372.70	-109,814.73
Check	01/18/2021	5120	United Concordia - Uniform	Invoice 161932088		410.157 · Dental Insurance	-2,351.12	-112,165.85
Check	01/18/2021	5121	Brandywine Valley SPCA	Invoice 17404		421.310 · Professional Serv - SPCA	-852.33	-113,018.18
Check	01/18/2021	5122	Excel Elevator & Escalator	Invoice 95978		409.700 · Maintenance and Repairs	-448.00	-113,466.18
Check	01/18/2021	5123	Delaware County Public Schools Healthcare	Invoice 2518		487.159 · Medical Insurance	-54,072.08	-167,538.26
Check	01/18/2021	5124	Thomas J Anderson & Associates Inc	VOID:	√	-SPLIT-	0.00	-167,538.26
Check	01/18/2021	5125	Borough of Sharon Hill			410.900 · Miscellaneous Police Expenses	-543.53	-168,081.79
Check	01/18/2021	5126	TruckPro, LLC	Invoice 195-0067912		430.251 · Repairs	-60.96	-168,142.75
Check	01/18/2021	5127	Pacific Pride	VOID: Account 612236	√	-SPLIT-	0.00	-168,142.75
Check	01/18/2021	5128	Aqua PA	000348569-0348569		411.363 · Hydrant Rentals	-4,732.38	-172,875.13
Check	01/18/2021	5129	Folcroft Fire Company	December 2020 room rental		400.900 · Miscellaneous Admin. Expenses	-1,500.00	-174,375.13
Check	01/18/2021	5130	Metropolitan Communications, Inc.	Invoice 120832		410.374 · Vehicle Repair Maintenance	-72.80	-174,447.93
Check	01/18/2021	5131	W.B. Mason Co., Inc.	Invoice 216395746		400.200 · Materials and Supplies	-158.70	-174,606.63
Check	01/18/2021	5132	FedEx			410.210 · Office Supplies	-25.97	-174,632.60
Check	01/18/2021	5133	21st Century Media- Philly Cluster			400.341 · Advertising	-240.34	-174,872.94
Check	01/18/2021	5134	Cerino's Auto Repair			410.374 · Vehicle Repair Maintenance	-615.70	-175,488.64
Check	01/18/2021	5135	McHugh Contracting LLC	refund- permit		400.900 · Miscellaneous Admin. Expenses	-84.50	-175,573.14
Check	01/18/2021	5136	sandra Adams	refund code enforcement		400.900 · Miscellaneous Admin. Expenses	-25.00	-175,598.14
Check	01/20/2021	5137	North American Benefits Company	Policy 5144		-SPLIT-	-1,049.70	-176,647.84
Check	01/22/2021	5138	independence Blue Cross - 163383	January 2021		400.156 · Health/Hospital, RX Insurance	-3,083.85	-179,731.69
Check	01/22/2021	5139	De Lage Landen	Invoice 70794500		401.213 · Copier	-142.04	-179,873.73
Check	01/22/2021	5140	Hart & Son, Inc.	6005 12/15/20		409.450 · Janitorial Services	-170.00	-180,043.73
Check	01/22/2021	5141	comcast Cable - #8499 10 041 0019565	12/26/20-1/25/21		400.260 · Office Equipment	-29.52	-180,073.25
Check	01/22/2021	5142	Waste Management of PA, Inc.	0020620-2399-5		427.000 · Sanitation Collect. and Dispos	-931.14	-181,004.39
Check	01/22/2021	5143	GO Gov	Invoice 21-011		400.420 · Dues, Subscriptions, & Member.	-5,040.00	-186,044.39
Check	01/22/2021	5144	Arthur J. Gallagher Risk Mgmt. Services	Invoice 3712557		361.660 · Insurance Premiums	-29,216.00	-215,260.39
Check	01/22/2021	5145	ProAction Restoration	Invoice 4122-17265		409.700 · Capital Expenditures	-475.00	-215,735.39
Check	01/22/2021	5146	New Holland Auto Group	2021 Ram 1500 SSV vin#7728		409.700 · Capital Expenditures	-30,179.00	-245,914.39
Check	01/22/2021	5147	Aqua PA	Sewer billing		409.364 · Sewer/Water	-2,177.60	-248,091.99
Check	01/22/2021	5148	Obermayer Rebmann Maxwell & Hippel LLP	Invoice 403305		404.314 · Special Legal Services	-114.00	-248,205.99
Check	01/22/2021	5149	Signal Service, Inc.	Invoice 38803		434.100 · Highway Street Lighting	-200.00	-248,405.99
Check	01/22/2021	5150	Wells Fargo Equipment Finance	301-0009592-000 Used Case Backhoe		430.740 · Capital Outlay	-3,221.84	-251,627.83
TOTAL							-251,627.83	-251,627.83

Treasurer's Report January 2021

**FOLCROFT BOROUGH
CASH REPORT
JANUARY 31, 2021**

ACCOUNT	BANK	BALANCE	INTEREST	SERVICE CHARGES	DESCRIPTION
General Account	M&T	149,483.22		-	
General Account	Republic	305,453.35	33.97	-	
Borough & Rec Project	Republic	4,686,144.90	166.90		
Payroll Account	M&T	8,469.16	-	-	
Sewer Account	M&T	8,251.57	1.41	-	
Sewer Account	Republic	1,481.55	0.07	-	
State Highway Fund	M&T	20,334.27	-	-	
State Highway Fund	Republic	400,492.04	34.02	-	
Operation Falcon	Republic	7,456.24	-	-	

Engineer's Report January 2021



Consulting Engineers & Land Surveyors
520 West MacDade Boulevard
Millmont Park, PA 19033-3311
Phone: 610-532-2884
Fax: 610-532-2923
Email: office10@cataniaengineering.com

REPORT OF THE ENGINEER February 2021

To the Council of the Borough of Folcroft:

The following work completed for the month since the last meeting:

Brahin Properties – The Developer will be required to provide a maintenance bond once all work has been found to be in order. Consultant has provided remedial plans and we have reviewed. Borough has received notification of the DEP technical review approval and NPDES permit.

Lot 2 Development – Plans have been received and approved.

SAFStor – Developer continues construction. E & S issues have been ongoing. Stormwater facilities are completed. Parking area and drive grading under construction.

Formcraft – Conditional Final approval was given for land development. Received and reviewed revised plans which are now acceptable. Once Agreements are signed, plans may be signed and recorded.

CDBG 2019 – Folcroft Avenue Turnaround – Notice to Proceed has been received. OHCD has been notified this project will not take place until the bridge is removed. Design will be completed at that point due to the lack of information regarding the final restoration by PADOT. Bridge project has been re-scheduled for a spring let.

Road Program 2021 – Bids are on the street and will be presented at March Committee meeting. County Aid Resolution and Application should be considered for action. (Attached)

PECO Bare Steel Project - PECO continues with trench restoration. Contacted PECO for status of contribution in lieu.

MS4 Program – The Pollution Reduction Plan was submitted to DEP for review.

Delaware County Planning Department – The Transportation section of the DCPD has requested listing of any transportation related projects the Borough would like to consider for future grants. For example – Delmar Drive Corridor improvements – Signal upgrades, walkability, bike lanes, parking study, etc. Projects can be uploaded on the DCPD website map.

Municipal Complex – Awaiting contract execution and schedule.

DELCORA - Act 537 Asset Transfer resolution is requested for action.

DELCORA consultant has requested advice on permits required within the Borough for anticipated tunnel project. (see attached for alignment)

February 2021

Inactive Projects:

LWCF Sites – Provided information to Jean Lynch of DCNR. Although I have made contact through email, we are attempting to schedule a conference call with Allyssa Lynd of the Harrisburg office. Allyssa has advised newly purchased land to offset that portion of the property that has been developed/sold will be necessary. DCNR advised application for funding will not be considered until this is resolved. Information has been forwarded to the Solicitor.

Folcroft Bridge update – Bridge demolition is currently scheduled for a spring 2020 let and is shown in the State 12 year Transportation Plan. An inspection report indicating the superstructure requires replacement has been forwarded to our office from Sharon Hill. No action is required.

DELCORA Evaluation – DELCORA has provided video inspections of the work currently completed. Extensive grease and root balls have been discovered and some parts of the Village were not completed due to complaints from residents of backups. Evaluation of the video inspections is underway and is approximately 95% completed. Additional video inspection by DELCORA has been submitted and review completed. A report will be generated and presented.

CDBG 2019 – Folcroft Avenue Turnaround –Notice to Proceed has been received. OHCD has been notified this project will not take place until the bridge is removed. Design will be completed at that point due to the lack of information regarding the final restoration by PADOT. Bridge project has been re-scheduled for a spring let.

CDBG 2021 – Application have been submitted to the County Office of Housing and Community Development for consideration.

PA Small Water and Sewer Program - Grant for work to upgrade Montgomery Pump Station was awarded in the amount of \$34,000 for the project. Project bids were rejected and project will be delayed until fall 2020.

PADEP request for a change in scope to complete the installation of the flow meter due to budgetary constraints has been requested. Awaiting approval of change.

Folcroft Library – Working with Librarian for flooring alternatives and costs. Looking at Keystone Grant for funding.

DELCO GreenWays Grant – Delaware County Council has announced an inaugural round of funding for open space and recreation. The addition of the amphitheater next to the new playground as shown on the master plan was awarded. Contracts from the County Solicitor should have been received and should be executed

Police Chief's Report January 2021

Fire Chief's Report January 2021

Folcroft Fire Company

Fire & Rescue Operations

PO Box 65 Folcroft, Pa. 19032

610-461-2256

<u>Location</u>	<u>Month</u>	<u>Unit</u>	<u>Time Month</u>
Folcroft	<u>16</u>	<i>TS-1</i>	<u>7:02</u>
Glenolden	<u>9</u>		
Sharon Hill	<u>11</u>	<i>Squad 1</i>	<u>10:00</u>
Darby Twp.	<u>6</u>		
Briarcliffe	<u>6</u>	<i>Rescue 1</i>	<u>4:01</u>
Norwood	<u>0</u>		
Collingdale	<u>0</u>	<i>Utility 1</i>	<u>1:11</u>
Prospect Park	<u>0</u>		
Upland	<u>0</u>	<i>Trailer 1</i>	<u>0:16</u>
Darby	<u>0</u>		
Chester Twp.	<u>0</u>	<i>19' Boat</i>	<u>0:00</u>
Marcus Hook	<u>0</u>	<i>12' Zodiac</i>	<u>0:00</u>
Total	<u>48</u>		

Call Breakdown

Assist Fire	<u>29</u>		
Assist Rescue	<u>3</u>		
Assist Boat	<u>0</u>		
Assist Amb.	<u>0</u>		
Assist Police	<u>0</u>		
Apartment	<u>0</u>		
Auto. Fire Alarm	<u>10</u>		
Automobile	<u>0</u>		
CO Alarm	<u>1</u>		
Cover Up	<u>0</u>	<u>Personnel Responding</u>	<u>371</u>
Dumpster	<u>0</u>		
Fuel Spill	<u>0</u>	<u>Company Time</u>	<u>13:58</u>
Gas Leak	<u>1</u>		
Good Intent	<u>0</u>		
Haz Mat	<u>0</u>		
House	<u>1</u>		
Industrial	<u>0</u>		
Industrial Rescue	<u>0</u>		
Investigation	<u>0</u>		
Marine Rescue	<u>0</u>		
MVA	<u>0</u>		
MVA Rescue	<u>0</u>		
Out Building	<u>0</u>		
Residential Rescue	<u>0</u>		
School	<u>0</u>		
Store	<u>0</u>		
Transformer	<u>0</u>		
Trash	<u>0</u>		
Vegetation	<u>1</u>		
Wires	<u>1</u>		

RESPECTFULLY SUBMITTED.

Tom Weber

Chief Fire & Rescue Operations

Fire Marshal's Report January 2021

January 2021 Fire Marshal Report

1/6/2021 Oven Fire at 735 Taylor Drive. Fire was contained to Oven.

Follow up on 1/7/2021 Oven had not been replaced.

Follow up on 1/11/2021 New Oven installed and operating to design.

1/8/2021 Follow up on Tenant complaint at 132 Folcroft Ave Apt 315. Tenant wanted to know if fire alarm was compliant. As per ordinance it was explained that it is compliant.

1/12/2021 600 Kaiser Drive Building A - False Alarm activation. Fire Companies responded.

Follow up 1/13/2021 2nd False Alarm Activation – Fire & PD Responded.

Follow up 1/13/2021 3rd False Alarm Activation- Fire & PD Responded. Owners given verbal notification of nuisance ordinance and System needed to be repaired.

Follow up 1/14/2021 Letter sent in regards to nuisance alarms as per borough ordinance.

Follow up 1/19/2021 (2) Two Smoke detector heads and 1 pull station replaced. No other activations as of 2/8/2021.

1/30/2021 Rear of 2012 Delmar Drive. Brush/Vegetation and fence fire. PECO Transformer/Wiring sparking caused ignition.

Follow up 2/1/2021 Peco trimmed back trees from wires and replaced a section of wiring.

Borough Manager's Report January 2021

FEBRUARY 16, 2021 Borough Manager's Report:

Code Enforcement:

During last week's snow storm, Joe Donnelly issued a total of 25 tickets for failing to shovel snow within 24 hours of the conclusion of the storm. This is about half of what was written after December's storm, so there seems to be a notable response from residents. In total, 45 tickets have been written over the 9 business days (so far) this month. Joe also stopped commercial construction that was being done without a permit at a site on Delmar Drive, among several projects that were being done without a permit.

As always, I would like to encourage residents to contact the Borough at (610)522-1305 or email me personally at manager@folcroftborough.org if they would like to discuss or dispute a fine or if they can commit to help correct a situation. Residents who would like to report a violation or for general questions can do so anonymously at the same number and email.

Highway:

The Highway Department did an *incredible* job during our recent snowstorm. Staff were on duty non-stop for 48 hours salting, plowing and clearing our sidewalks. Just like last time, I received dozens of compliments from residents about the quality of their work. The new backhoe has been a great help and has already been put to good use.

This week, staff tore down the old office located in the Highway Garage to make space for more tools and equipment and to allow the backhoe to be comfortably fit inside the building. At some point, perhaps in a year or more, it might be good to discuss buying a car port or other shed to store equipment.

It was brought to my attention that after the snow, some residents are driving all over the grass behind the baseball field in Montgomery Park. I've directed Shawn to close off the access road to the "fishing hole" until the snow melts to avoid erosion and damage to our property.

Events:

The Thursday Food Giveaways have been a resounding success. Currently, we distribute over 4,000 pounds of food in about an hour. I'm thankful that literally hundreds of residents have been able to make good use of our giveaway. These giveaways will continue for at least 6 more weeks, although I am attempting to have them last longer if possible.

This event is not limited to residents as we did not personally source the food. If you know anyone in need, please feel welcome to invite them!

COVID 19:

According to the Chester County Health Department's website, a total of 7.19% of Borough residents have tested positive for COVID 19 since March for a total of 477 cases. This is an increase of 23 cases since my last report to Council. Of these cases, 6 Borough residents have now passed away due to COVID 19. Regrettably, another resident has succumbed to the virus since our last meeting. If you are interested in reading more about this or would like to respond to the survey, please go to <https://www.chesco.org/4376/Coronavirus-COVID-19>.

Other:

The roof above the Police station seems to be deteriorating at an even faster rate. We've had a number of new leaks appear and with snow covering most of the roof there isn't much we can do about it right now. I've had a roofer come and investigate some cheap but longer term solutions to this problem as it could easily be a year until we move into the new Borough Hall. I'll report to Council when I have more details, but as of now our roofer believes that the cost will range from \$800 to \$3,000 and hopefully prevent any new, serious leaks from being created in the Police Station.

Parking Permit and Paving Committee
Report January 2021

DRIVEWAY AND PARKING PERMIT COMMITTEE REPORT

February 2021

Recommendations:

1. That Council uses the Abington Parking Permit Ordinance as a guide for developing our own ordinance
2. That Council considers the recommendations included in this report, make changes to the proposed plan, and send back a Proposed Plan for the Driveway and Parking Permit Committee to host Public Forum Meetings.
3. That Council considers changes to the code regarding driveway maintenance based on the included recommendations.

Parking Permit Plan Details:

- All roads whose properties have a common driveway would be included in the Parking Program
 - Taylor Dr.
 - Grant Rd.
 - Kent Rd.
 - Heather Rd.
 - Carter Rd.
 - Edwards Rd.
 - Delview Dr.
 - Bennington Rd.
 - Fowler Rd.
 - Windsor Cir.
 - Valleyview Dr.
 - Glenn Ave.
 - King Ave.
 - Llanwellyn Ave.
 - Folcroft Ave.
- Parking Permit Pricing and Availability:
 - Parking Permits would cost \$60 per year
 - Maximum 4 permits per household
 - Monthly guest passes would be \$10 per month
 - Color coded for the month
 - Hardship Exemption:
 - Application would include the ability to indicate a hardship to pay for permit.

- Each explanation would be noted and then presented to council for approval.

- Emergency Overnight Parking
 - Call the overnight number to request an emergency overnight. Tickets will still be written but void if within the allowed limit of emergency calls.
 - 3 call in emergencies for a year.
- Violations and Penalties:
 - Fine for each violation \$100
- Program time:
 - Overnight Parking 10pm – 6am

Driveway Maintenance Code:

- Adjusting Fines:
 - Initial Fines: \$500
 - Second Fine: \$1,000

Police Promotion Memos

Memo

To: All Qualified Full Time Officers
From: Chief Bair
Date: 2-16-2021
Re: Promotional Corporal Position

-Testing Date is March 10, 2021 at 1000 hours at the Borough Building

-Oral Interviews will be conducted at 1200 hours on the same date for applicants that pass the written portion of the exam

-Applicants must be current officer with the Borough and have a minimum of 10 years of Full Time Service with the Borough

-All applicants must submit a written letter of intent to the Chief of Police if interested in taking this promotional exam. Letter will be accepted from 2-18-2021 to 03-04-2021 in the office of the Chief of Police.

-CDC guidelines will be followed

Sincerely,

William C. Bair

Chief of Police

Memorandum

To: Daily Times

From: Chief William Bair/ Borough of Folcroft

Re: Please advertise on 2-18-2021 and forward proof of publication to the
Borough Office

Borough of Folcroft, Delaware County PA

Folcroft Borough Civil Service Commission will be conducting a Promotional exam for the position of Corporal. Candidates must be currently Officer with the Borough and have 10 years Full Time Police Service with the Borough of Folcroft.

Letters of intent must be dropped off to the Office of the Folcroft Police Chief from 2-18-2021 to 03-04-2021

CDC guidelines will be followed

January 5th Meeting Minutes

MEETING MINUTES

FOLCROFT BOROUGH COUNCIL MEETING

January 5, 2020

PRESIDENT – Joseph Papaleo: Called the Council Meeting to order at 7:01 PM

Mayor Frey took a moment of silence for all those who have died as a result of COVID 19. The pledge of allegiance was said.

Roll Call (Council President Papaleo, Councilman Kyle Willis, Councilwoman Leigh Daly, Councilman Nick Waters is absent, Councilwoman Malinda Isaac, Councilman Jason McGuigan, Councilman Robert Ruskowski, Mayor Bob Frey, Solicitor Alex Baumler, Secretary/Manager Andrew Hayman) were present

Audience Participation

Engineer's Report

Engineer Lisa Catania said that she would have all information for the CDBG that is due tomorrow at 4:00pm. She said she would make copies and send them to the Borough for record. She said she would have the road program bid ready by the end of the week and that it would be available for the February meeting as there would not be enough time for the January meeting. She said we would then move forward with the project when the plants open in April. She asked if a check from PECO had already sent the check. Mike Hill said that he did not have the information but considering that the total was over \$400,000 it was likely not the case.

Public Finance & Administration - Mr. Papaleo

- Council President Papaleo noted that there was some interest in purchasing a Police vehicle. He said that Manager Hayman had sent around information that Chief Bair forwarded to him about it. Chief Bair described some differences in past budgets but that this was adjusted for 2021 to \$35,000. Council President Papaleo and Councilman Willis confirmed that there is a line item in the budget for miscellaneous Police expenses of \$20,000 as well. Chief Bair said he chose a Chevy Tahoe because an equivalent vehicle would take until October to deliver. Council President Papaleo asked if a motion needed to be made that night. Solicitor Alex Baumler said that it should wait unless this is urgent. Chief Bair said that this was something that would be ready to pick up.

A motion to authorize an expenditure for up to \$35,000 for a Police Vehicle was made by Councilman Ruskowski and seconded by Councilwoman Isaac. The motion passed unanimously.

Council President Papaleo asked Mike Hill how he felt about the originally temporary financial services that e-Collect provides. He said that now that all accounts are reconciled and that he enjoys the work, especially now that all heavy lifting is done. He said that now all the bills are paid and nobody is chasing

anyone down he enjoys it. Council President Papaleo said that this is something he wanted to talk over with his committee and that he is glad to hear this. He said he was comfortable keeping e-Collect.

Manager Hayman read the following comment into the record after being made aware that there was a single public comment:

“Good morning

Merry Christmas & thank you for all you do for our Borough! Just a quick question- when they repave our roads, would we be able to get a speed bump or two on Delview? People FLY down our street (especially a little black car, who doesn't even live on our street). Once they come off Grant & around the curve, they floor it because they see it's a straight run. No regard for kids, pets or people in general. I know we'd have to go to a meeting (or join zoom) to suggest this. I'm just wondering if it's even a possibility. They have them on Providence Road, going up to Kohl's

Our one mailman (Joe) said he almost got hit, more than once! He said he lives in Philly & his street got the removable ones. He has an autistic son & everyone was nervous about him possibly getting hurt”

Council President Papaleo said that he is not averse to the idea but that there were some conditions to consider such as snow removal and access to emergency vehicles, noting that some households do support speeding when they need an ambulance. Chief Bair said that you can't catch someone doing everything, every time and that if Council would like him to do a speed trap next time he can. He said the only place we had serious speeding was on Delmar Drive and that there are now lines there to address this. Council President Papaleo said that this street is hazardous with people illegally parked on one side. Council President Papaleo asked if this street was examined. Chief Bair said no, listing the streets that were studied.

Councilwoman Daly suggested removable speed bumps. Council President Papaleo said he was not against removable speed bumps. Councilwoman Isaac noted that there are possibly already some removable speed bumps on Providence Road and that this is done well. Councilwoman Daly said that this would be preferential compared to emplacing concrete or asphalt as they could be tested out to randomly slow down residents. Councilwoman Daly said that her husband has witnessed this many times and that she believed that, as Chief Bair noted, this would only catch one and two cars and that it would be adjustable. Council President Papaleo asked who would emplace these and asked the legality around the matter.

Chief Bair said that those speed humps have signs that say “speed hump ahead”. Engineer Lisa Catania said these are called speed “tables” and that she personally designed these, which are in Morton Borough. She said there are several by the High School in Upper Chichester as well and that we are required to put in signage. Engineer Lisa Catania said that there are also many complaints from neighboring households who hear the percussion from vehicles. She said that any traffic study should begin with petitions which can then be sent to PennDOT. She said there are also requirements from PennDOT about where we can place them. She said that if they are emplaced improperly we could lose Liquid Fuels money. She said typically a resident must put in an application and then the Chief of Police

must put in a speed study. She suggested that the Chief should not do the study until after PECO finishes their work as right now some people are trying to get away from Taylor Drive. She said that it should wait until the completion of trench restoration. She said a speed table is different than a speed hump as speed humps take longer to get over than speed tables. Chief Bair said he would contact Parkside tomorrow to learn about it. Council President Papaleo thanked the resident for contributing this comment.

Council President Papaleo mentioned the possibility of bringing some inspections and permits in house. He said some rental inspections and permits should be brought in house. He said there are specifications and certifications and training required and it isn't a simple position. He asked if anyone wanted to add anything to this.

Public Works Committee - *Mr. Willis*

- Councilman Willis had no new business.

Public Safety Committee - *Mr. Ruskowski*

- Councilman Ruskowski had no new business.

Public Health and Literacy - *Ms. Isaac*

- Councilwoman Isaac said she spoke to Jennifer Ulad today and that she is in the process of getting quotes for flooring and getting matching grants to help for funding as well, regarding pricing. She said they are still doing curbside service and the porch lights need to be fixed. She said they are not working as we know from the Christmas Tree. Council President Papaleo directed Manager Hayman to have Shawn Payne look into these matters. He also asked if the flooring must be bid out. Engineer Lisa Catania said that she did look into the grant funding and she was bringing over the flooring examples. She said that if it was over \$25,000 it would have to be bid. Council President Papaleo said if hardwood instead of a carpet it would be expensive. Engineer Lisa Catania said that it was tile, similar to that used in Ridley Township.

Municipal Planning and Zoning – *Mr. Waters*

- Councilman Waters was not present. Council President Papaleo said there was no new business here.

Public Parks and Recreation – *Ms. Daly*

- Councilwoman Daly had no new business.

Municipal Legislation – *Mr. Waters*

- Councilman Waters was not present. Council President Papaleo said there was no new business here.

New Construction Committee – *Mr. Willis*

- Councilman Willis said that Alex Baumler could give an update about the closing of the loan. Solicitor Alex Baumler said that we are currently going back and forth with the bank about everything and that it is slow moving because of the holidays. Mike Hill prepared the debt documents needed and that now only minor details must be completed. Council President Papaleo confirmed that once this is completed we would be ready to break ground, to which Solicitor Alex Baumler confirmed. Council President Papaleo directed Manager Andrew Hayman to look into this matter and continue to communicate regarding the RACP grant. Councilman Willis said that once the loan is closed we can reevaluate for the next step.

Parking Permit Committee – Mr. Willis

- Councilman Willis had no new business but said he would be scheduling a new meeting and that he hoped to have more information soon.

Council President Papaleo asked Mike Hill and Lisa Catania to stay on the meeting after it adjourns.

There was a slight delay as Council President Papaleo was ejected from the virtual meeting. Councilman Willis temporarily took over.

Police Chief's Report

Chief Bair said that there was no new business. He said that he wanted to discuss the crossing guards pay and raise, asking for clarification about what their raise should be. Councilman Ruskowski said he believed this had to be agreed upon between the school district and the Borough. Manager Hayman said that he was not aware of an agreement but he would check.

Council President Papaleo reentered the meeting. Chief Bair said that we were discussing the crossing guards and wanted to thank Council again for the vehicle.

Solicitor's Report

Solicitor Alex Baumler had nothing to report.

Finance Director's Report

Finance Director Mike Hill said he had submitted checks for December and finalized the Amortization schedule for the Republic Bank loan.

Borough Manager's Report

Manager Hayman said that he sent out a Manager's report on Sunday. One thing he wanted to discuss is that there were some slight delays with the Backhoe. He said that he and Shawn Payne went and looked at it today and Shawn noted 15 issues that must be repaired with the vehicle, from minor wear and tear to dents. He said the vehicle has lower hours (usage) than previously expected. He said United Rentals agreed to repair all items prior to delivery and that he and Shawn are comfortable with this situation. Lastly, he noted that Shawn Payne did a fantastic job reviewing this vehicle.

Manager Hayman said there were between 40-50 code enforcement violations written beginning after the 24 hour deadline to shovel snow after the snow. He said that most of these sidewalks were shoveled within just a few hours of the ticket being issued. He said that he personally inspected Borough streets and they seemed to be cleaner than in neighboring municipalities. Council President Papaleo said there were some complaints on social media from residents who were being disingenuous. Manager Hayman thanked his staff for their work.

Manager Hayman said that at least 1/3 of Use and Occupancy Permit requests had gone out and the remainder should go out tomorrow. He thanked Senator Anthony Williams, who picked five households of residents in need to give gift cards to. Council President Papaleo thanked Senator Williams and suggested sending out a thank you card. Council President Papaleo asked how the Rep. Dellosa Tax/Rent Rebate program worked. Without going into specifics, Manager Hayman said that several residents received rebates and that one received \$975.00. Manager Hayman reviewed how residents could qualify for a property tax or rent rebate.

Council President Papaleo said he noted that he saw the bulk of PECO work has concluded and he said he saw that trench restoration seems to have stalled and asked Manager Hayman to look into it. Councilwoman Daly said that he believed PECO needed to come back and sweet the Delmar Village section of the Borough as there is a lot of debris. Manager Hayman said it might be best to ask ULS services to come out and sweep again and that he had already done this. Manger Hayman also noted that a plow was actually damaged due to the choppiness of the trenches and that \$600 in damage was done, however ULS agreed to pay for the damage. Council President Papaleo suggested enacting an ordinance that would force contractors to pay to fully repave a street after an opening.

Old Business

Council President Papaleo asked Lisa Catania, Mike Hill, Councilman Willis and Manager Hayman to stay on after the meeting to discuss old bills.

There was no new Business

Adjournment

Councilwoman Isaac made a motion to adjourn, seconded by Councilman Ruskowski. The meeting adjourned at 7:48pm with Manager Hayman, Councilman Willis, Council President Papaleo, Mike Hill and Engineer Lisa Catania staying on.

January 19th Meeting Minutes

MEETING MINUTES

FOLCROFT BOROUGH COUNCIL MEETING

JANUARY 19, 2021

PRESIDENT – Joseph Papaleo: Call the Council Meeting to order at 7:00 PM

Mayor: Flag Salute and Invocation.

Council President Papaleo led the Flag Salute in place of Mayor Frey, who was absent. Council President Papaleo called for a moment of silence for all those who have died as a result of COVID 19 and for Troops stationed in the Capitol. Council President Papaleo noted that Folcroft resident Sara Ropski is stationed at the Capitol and thanked her for her service.

Roll Call (Council President Papaleo, Councilman Kyle Willis, Councilwoman Leigh Daly, Councilman Nick Waters, Councilwoman Malinda Isaac, Councilman Jason McGuigan was not present, Councilman Robert Ruskowski was not present, Mayor Bob Frey was not present, Solicitor Alex Baumler, Secretary/Manager Andrew Hayman) were present.

Council President Papaleo asked for confirmation that the bill lists were included.

Audience Participation

Manager Hayman read the following public comment from Sandra Adams, verbatim:

“Hi Andrew, per our conversation, here is a follow up email with suggestions I have regarding code violations, specifically for grass above 6 inches. Improvements for Borough Council to consider: background for Folcroft Council if you want to share it with them: On late Monday, 10/19/2020 after 6:30 p.m. (my mail on Bennington comes after 6 p.m.), I received a code violation for grass over 6 inches long. It was an envelope listing the fine and stating I had 10 days to pay The envelope citation was dated 10/15/2020. On Tuesday, 10/20, (the next day after I received the violation notice, I called Borough office and left a message on the code enforcers voicemail, as the secretary could not answer my question as to why I received the violation (at that date, my front and large back yard were not even more than 1 inch long, my little plot of grass outside my back door was possibly 1-5 inches. That plot grows faster) and how to dispute it. The secretary asked me to leave a message for the code enforcer on voicemail. Which I did. I called back, Wednesday, 10/21 and left messages on the secretaries and code enforcers phone.. That day I, also went to the Borough office and dropped off the envelope with my check, as the citation only gave me 10 days to pay, AND I DIDN'T WANT ANY FURTHER CITATIONS. On 10/23, I spoke with the borough secretary, again asking who I can talk to to dispute this citation, and see if they received my check. The secretary recommended I send an email to see if I could dispute this violation. I did. You investigated and found no record of the violation, and, also discovered the check was nowhere to be found in the Borough office. We assumed it was lost for good. You also, stated this violation was a mistake, and I did not owe the \$25. We left it at that. I spoke with my bank, and since the

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check was only for \$25, and it cost \$35 to cancel the check, I just let it go, which I did, assuming it was lost. This Monday, 1/11/2021, I saw (late in the day) on my online bank statement that check was pending. I called the bank this past Tuesday and they said that check had been cleared. I called you and emailed you. You had me call my bank back for further information, and they informed me that check was deposited in the Folcroft Borough Account. Per your investigation and our conversation it was deposited by Borough Office, it should never have been deposited. You agreed the borough office will reimburse me the \$25. We also discussed the improvements you have made to verify you have records that others who need to access, in borough office cannot access. I'm so happy to hear of the great improvements made to keep this from happening again. We discussed 2 concerns that you suggested I email you to have borough council look at 1st concern: instead of citing right away, can we give 1st time violators a warning, then a citation the second time, or within a certain amount of time if the warning isn't corrected. 2nd concern. It is unreasonable to request a citation fine be paid within 10 days. That does not give the resident proper time to accrue the money for the fine. Doesn't give time for the resident to dispute the citation. I urge you to look at allowing more time, possibly 30 days for violations to be paid. Could you present whatever background necessary to Council, and my 2 concerns, so they can look at how to improve citations and make them reasonable for residents. I fully understand we have repeat offenders, but most of our residents do our best to abide by the codes. Also, council needs to ensure residents are more aware of all codes. Thank you for your help and time. Sandy Adams 736 Bennington Rd. Also, Andrew, I sent you another email asking if we can make arrangements for me to pick up the reimbursement check at the borough office? I have several appointments and things to do and it would be easier for me to arrange a time to pick it up while I'm out. Again, thanks for all your help, Sandy. 610-529-3542."

Manager Hayman started out by explaining that he was unaware of where the ticket went. He explained that in October, 2020 he and Chief Bair had met behind Ms. Adam's address and had noted various code enforcement violations from neighboring properties. He then directed Mike Possenti, who was then doing code enforcement, to investigate this area and issue citations if needed. Manager Hayman said that he was immediately aware that this was a mistake and had volunteered to drop the citation immediately. Council President Papaleo speculated as to whether Mike Possenti had actually visited the address. Manager Hayman explained how the previous ticket system had worked, noting that there was no accurate filing system nor way to search these issues. Manager Hayman explained how the new system that he implemented in 2020 worked and how tickets and payment information were recorded to identify repeat offenders and unpaid tickets. He said there is also a shared file so that staff can confirm what fines were paid. Manager Hayman also suggested a 10 dollar administrative fee to be added to all delinquent fines along with a reminder mailer as there are expenses associated with reminding the resident. Manager Hayman said that Ms. Adams would receive the reimbursement on January 20th.

Council President Papaleo asked when the citation was issued. Manager Hayman said October 15th, however it was not received or paid until after the Possenti's final day on October 20th. Council President Papaleo asked how the payment system is currently done. Manager Hayman said a copy of the check and the fine are copied and set into a file. The check is then put into a zip up bag and then given to e-

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Collect to be deposited. Manager Hayman elaborated that Ms. Adam's check had been deposited in January. Council President Papaleo officially apologized to Ms. Adams and said that he hoped it would not happen, again.

Council President Papaleo said he was not opposed to the warning system but said he liked the idea of sending out a newsletter to every address in the Borough and said that this would be his warning. Councilwoman Daly suggested that this be done via a magnet which also includes trash days/recycling and codes as residents might throw out flyers. Councilman Willis suggested getting enough to mail out but also enough to have on hand to distribute at events and in the office.

Council President Papaleo asked who would put this together and said it should be proof-read. Council President Papaleo said that in the Municipality that he works in a calendar is sent out, though this will turn to a biannual newsletter. Council President Papaleo suggested doing something similar in Folcroft. Councilwoman Daly said her mother lives in Aldan and residents receive a piece of card stock with a magnet and includes important information about fines, street sweeping and other information as a reminder. She speculated that a resident could come and get a copy when they visit the Borough for a recycling bin. Council President Papaleo suggested reworking the Aldan mailer. Council President Papaleo thanked Ms. Adams again for her constructive criticism.

Councilman Willis mentioned the timing that violations need to be paid by. With mail taking sometimes months to arrive, he suggested that the Borough be more understanding of this fact. Councilman Willis said that parking tickets normally provide you more time to resolve the issue. Council President Papaleo said that considering everything going on that 30 days is enough. Councilwoman Isaac said that she had ordered something on December 4th and had only just received it. Council President Papaleo said that the objective with Code Enforcement is not revenue but correcting the issue and speculated as to whether it would be worth giving residents 10 days to contact the Borough. Manager Hayman confirmed that this is generally already being done. Council President Papaleo was concerned that the 30 days would leave people too much time and they might not address the issue. Councilman Willis said he agreed but thought that some residents might not correct issues regardless of the amount of time that is given. Councilwoman Daly suggested making it 10 days from the postmark. Manager Hayman said that they are no longer mailed. Councilwoman Daly noted that this takes away the concerns about the speed of the mail.

Councilman Willis said he wasn't necessarily suggesting a decision tonight but that it was important to have the discussion. Councilwoman Isaac said she agreed with directing residents to contact the Borough within 10 days and then, hypothetically, have them correct the problem in a reasonable amount of time. Council President Papaleo directed Manager Hayman to make this discussion a priority for the next committee (workshop) meeting. Manager Hayman agreed to put this item on the agenda.

Engineer's Report

Engineer Lisa Catania noted that Council has a copy of her report. She said that we are waiting on some revisions for Popeyes as there is too much impervious service on the second lot. She believes they will

begin shortly. She noted that there may be some rewording needed for the plan reviews and said there would be an updated escrow for that phase of the development.

She said that everyone should see the updates for safestor. She said that there is mud on the street and the developer was written up by the soil conservation district for violating the clean water act. She said that she would report it again if it continued and if the tire scrubber isn't in order there will be mud out on the street.

She said the Community Development Block Grants are out and the Borough should be able to get going by April. She said that HUD is working on the applications and reviews right now. She said she has not yet hear from DEP for the small water and sewer grant that the Borough receives. She said there is \$34,000 that should be used by summer, 2021. She said this should be used to replace the flow meter as the Borough does not currently have one. She said she requested this over two months ago and she had not received it yet. She said she is waiting on the quantities for the former proposal and it is cheaper to advertise two projects together than separately – approximately \$600.00 in savings. She said the Borough will not start paving until April when the plants open, anyway.

Lisa Catania said the Delaware County Planning Department is looking for all municipalities to insert various projects/wish list projects that are transportation related – whether a bike path or street scape. She said there is a list of traffic signal inspections that has not been completed from last year. Or if PennDOT runs a green light go project the Borough could apply for those funds as well. She said that Delcora has sent an email seeking a copy of the resolution for asset transfer. She said she met via zoom with the consultant who is doing the long-term control project, which is a tunnel from Darby to Chester City – 11 feet in diameter and 80 to 100 feet deep – will go through Folcroft and probably Norwood. She said all municipalities were invited to attend the zoom meeting. She said all of the flows going to Philadelphia which the Borough is being surcharged for will instead go to the sanitary sewer plant in Chester. She said this will convey flows from upper, eastern Delaware County to Chester and should save the Borough some money. They will be looking for permits and a contractor's license as they will be working in Folcroft although none of this will be seen as it will be 100 feet deep. Lisa Catania noted where the work would be done on the surface at each pumping station. She described the process of boring the tunnel, which was compared to mining. She said she met with one of the contractors today as they need to check ordinances.

Council President Papaleo asked if a check for a fee in lieu had been received. Mike Hill said he was not aware though he had no record of it being received. Lisa Catania explained the process for receiving it and said that it had not been received yet. Engineer Lisa Catania said that her office has been receiving calls from various departments letting her office know about Grant funding that is available. She said that DCNR Grant funding is opening and the deadline is the second week of April so Council may want to consider this. Manager Hayman noted that the Borough is not currently eligible for DCNR funding because we are not in compliance with the Land and Water Conservation Fund.

Engineer Lisa Catania said that she had found a map given to a prior Borough Manager when the Borough was told it wasn't in compliance. Manager Hayman said he met with them virtually and that the

Borough has received funding for four properties – and is not compliant at three of them. The Borough could purchase property, even in a neighboring municipality, but that it has to be another piece of property not currently owned by the Borough if the Borough does not make the original site compliant. Engineer Lisa Catania said that one property was sold to Suburban Concrete years ago. She said that Jim Costello, the owner, has the proof of purchase in his safe. She said that the property needs to be comparable and questioned whether this needed to be comparable in 1995 land value or today's value. She said the second one is easier as it is behind the municipal building – the salt shed now located where the old "tot lot" was. She said the third location is in Montgomery Park as someone was dumping and residents have encroached with structures onto Borough property. Lisa recommended doing a property survey and then let residents know in this area however this did not happen. Manager Hayman said the final property is where the new Borough Hall will be built – it is currently compliant however it will no longer be compliant when the construction begins. Manager Hayman said he spoke to DCNR about this and notice was sent in 2017 or earlier and nothing was done.

Council President Papaleo said that the Community Center is a recreation facility. Lisa Catania said that this money is only for outdoor recreation. Council President Papaleo asked for an example of a DCNR Grant. Engineer Lisa Catania said the grant that was given was \$5,000 for each of the sites. Council President Papaleo asked if this disqualifies us for any future grants. Lisa Catania said she has gotten grants for \$60,000 and \$300,000 and it depends on the scope of the project. Lisa Catania said that some grants are only eligible to "small" communities designated as under 6,000 people. Manager Hayman confirmed that DCNR would not be able to negotiate here.

Public Finance & Administration - Mr. Papaleo

- A motion to approve the bill list for the month of December, 2020 was made by Councilwoman Isaac and seconded by Councilman Willis. The motion passed unanimously.
- A motion approve the Treasurer's report for the month of December, 2020 was made by Councilwoman Isaac and seconded by Councilman Waters. The motion passed unanimously.

Council President Papaleo asked if anyone has any questions and said that members should always feel welcome to contribute if needed. Councilwoman Daly said that she loves the Treasurer's reports and thanked Mike Hill for his work, noting it is more accessible.

- A motion to approve the December 1st, 2020 Committee Meeting minutes. December 15th, 2020 Council Meeting minutes and December 31st, 2020 Budget Meeting Minutes was made by Councilman Willis and seconded by Councilwoman Isaac. The motion passed unanimously.
- A consideration of two financing options from United Rentals for a Backhoe was discussed. Manager Hayman clarified that this is not a motion, but two different financing options and that we had some delays in getting it. Manager Hayman said that the Backhoe considered was priced at \$51,300 but after Shawn Payne found several repairs and because of these concerns, the price of the vehicle was lowered to \$49,000. He said he spoke to United Rentals financing and two financing options – one for 24 months and one for 36 months. He noted that solicitor Alex Baumler was comfortable with both

options. Manager Hayman noted that if liquid fuels funds are used in bulk this would credit the Borough for the remainder of the payments. Manager Hayman suggested the 36 month financing option was best and to then use the liquid fuels funding to repay a portion. He said the Borough could expect up to 20 percent of the annual allocation, which should come to approximately \$30,000.

Council President Papaleo asked if the Borough should finance the item and then make a significant principle payment and continue to finance the remainder. Council President Papaleo suggested that the Borough could also use capital outlay funding of \$40,000 to finance both this and a Ford F350 which will be discussed later. Council President Papaleo said that liquid fuels funds could be used to make a principle payment on the Ford F350 at a later date. Manager Hayman said that the Borough might not be able to use the same percentage of the allocation for this. Lisa Catania advised members to remember that the Borough has an \$800,000 road program that the Borough has authorized to bid and to be conscientious of this. Council President Papaleo said that there should be \$400,000 from PECO and \$400,000 in the account. Manager Hayman said the Borough gets about \$154,000 per year in March/April of the year. Council President Papaleo said that Highway Funds should be flush.

Manager Hayman asked Solicitor Alex Baumler or Mike Hill whether the purchase needed to be made in the year 2020 to be counted against the 2020 budget or did the agreement to purchase the vehicle need to be made in 2020. Council President Papaleo suggested down payments for both vehicles and then finance them. Mike Hill said that the Borough should be able to do this. Councilman Willis asked if the financing would be structured the same way depending on who financed them. He said it was a question of whether or not the Ford dealership would operate the same way. Councilman Willis said this was identified as the greatest need for 2021 and that Shawn Payne had suggested we use the allocated funding for this. He said that we can discuss financing options if needed. Council President Papaleo asked what United Rentals needed from the Borough. Manager Hayman said that a large principle payment on the loan would not lower payments. Manager Hayman said that this would just be considered an early payment. He said that he could not confirm that the Ford could be financed and that while he could not confirm financing options for this, he suggested that he could get them.

Councilwoman Daly said that the payment plan for 34 months would be \$1,400 and for 22 months it would be over \$2,000 per month and asked how much had been allotted for the item. Manager Hayman explained that for the initial bid, Council had sought up to \$30,000 and liquid fuels could pay for about \$30,000. Mike Hill said that the Borough has enough cash in the general fund to pay for the backhoe. Councilwoman Daly asked why the Borough is financing if they don't have to. Council President Papaleo said that the Highway Department needs this vehicle and a wood chipper and that either purchases can be staggered or they could be financed all at once. He said this would expedite getting things done for the Highway Department. Mike Hill said the 4th quarter real estate tax isn't due until January 31st and that with payroll to be considered Mike Hill advised financing the vehicle. Council President Papaleo noted that if the Borough pays outright for one and then finances the other vehicles, we will have exceeded the amount allotted for that year for the Highway Department.

Councilman McGuigan asked what the vehicle was. Council President Papaleo explained that it would be as a plow. Councilman McGuigan suggested using an old, outgoing Police vehicle as a plow and that he

believed the Police were rotating out a truck last time. Chief Bair said that he didn't intend to rotate anything out this year as the Department is down on vehicles for patrols, though he noted that it should not be an issue. Councilman McGuigan said his idea wouldn't work anyway as his vehicles couldn't handle a plow.

Manager Hayman reiterated that the Borough also needs a lawnmower and other day-to-day items that are needed and that while it is annoying to spread those items out over a period of years, it would give the Borough equipment up front. Councilman McGuigan said that it sounds like the Highway Department needs the equipment and asked what the finance charge is. Councilman Willis said that over the 35 month payment option it would cost over \$53,000. Councilman McGuigan suggested that this is a reasonable amount. Councilman Willis said that the 22 month option is \$52,000. Council President Papaleo and Councilman Willis discussed the verbiage and how a lease-to-purchase with a \$1.00 purchasing option works.

A motion to opt into the 34 month financing option for the 36 month lease with a 1 dollar purchasing option was made by Councilman Willis and seconded by Councilwoman Isaac. The motion passed unanimously.

Council President Papaleo asked to have the vehicle to be delivered by the end of the week.

Public Works Committee - *Mr. Willis*

- A motion to advertise the Code Officer position was made by Councilman Willis and seconded by Councilwoman Daly. The motion passed unanimously.

Manager Hayman said that the idea was to bring permits, inspections (and especially use and occupancy inspections) and other items to an in-house employee, which he said was realistic and appropriate. He explained that he had worked with Charles Catania and Michael Diaz to create the job posting. The job would cover concrete pouring and other non-structural permits. Manager Hayman reiterated that this would be an in-house employee. Manager Hayman said that right now 50% of the revenue from these items is already spent to Catania engineering and that this cannot exceed the amount. The budget currently lists \$143,000 in net revenue for these services. Manager Hayman said he understood there is a pool of potential employees for this so far as he understood and potentially our current code enforcer might be able to perform some of these services as well. He offered posting the job and not hiring, not yet posting and going back to the drawing board as options.

Council President Papaleo suggested running the position and seeing what employees apply. Councilman Willis said that we can post a job and see who applies and reminded Council that they do not need to hire immediately.

Councilman Willis made a motion to advertise the Code Officer position. Councilwoman Daly seconded the motion. The motion passed unanimously.

- A background discussion of purchasing a new F350 for the Highway department at \$38,545 was had. Councilman Willis said that the current vehicle may date to 2004 and there are some maintenance

issues that have come up. This vehicle was identified as the most necessary vehicle that could fall under capital outlay and is their top line item. He noted that the pricing comes out to \$383,222 after pricing was sorted out. Council President Papaleo noted that he was looking at the warranty option. Councilman Willis said that the vehicle would not be delivered until 4 to 20 weeks after being ordered and payment is due 30 days after delivery. Manager Hayman was unaware if there was a financing option. Councilman McGuigan said that it might be worth waiting to purchase the vehicle in September as property taxes come in. Council President Papaleo suggested waiting to find out if financing is an option as the plowing season is almost over.

Public Safety Committee - *Mr. Ruskowski*

Councilman McGuigan said that today is the national day of remembrance for all those who have passed away due to COVID and the County put on a ceremony and the Police deal with it every day. Councilman McGuigan also noted how to see about getting a vaccine.

- A motion to approve the Police Chief's Report for the month of December, 2020 was made by Councilman McGUigan and seconded by Councilwoman Daly. The motion passed unanimously.
- A motion to approve the Fire Chief's Report for the month of December, 2020 was made by Councilman McGuigan and seconded by Councilman Willis. The motion passed unanimously.
- A motion to approve the Fire Marshall's Report for the month of December, 2020 was made by Councilman McGuigan and seconded by Councilwoman Daly. The motion passed unanimously.

Public Health and Literacy - *Ms. Isaac*

- Councilwoman Isaac said there is no new business but the Library is closed until next Wednesday.

Municipal Planning and Zoning – *Mr. Waters*

- Councilman Waters had no new business.

Public Parks and Recreation – *Ms. Daly*

- Councilwoman Daly made a motion to contribute \$125 to the Darby Creek Valley Association for their creek cleanup and to help meet our NPDES. Councilwoman Isaac seconded. The motion passed unanimously.

Municipal Legislation – *Mr. Waters*

- Councilman Waters had no new business.

New Construction Committee – *Mr. Willis*

- Councilman Willis noted that the Borough has closed on our loan and that this process has completed. He said he would update council when contracts could be signed and when there was a construction schedule.

Parking Permit and Paving Committee – *Mr. Willis*

- Councilman Willis said he has been busy this month as he is now working in-person in school and he did not schedule a committee meeting so he has no new updates. He looks forward to having more updates in February. Council President Papaleo said that he knew some residents who were interested and wanted to know if more people could get involved. Councilman Willis said he believed that Council President could simply appoint them.

Police Chief's Report

Chief Bair said the new vehicle that was purchased has been lettered and is out back. He said there is another vehicle out back from the County which is an F350 to go to SWAT calls. He said the paving is going to restart tomorrow and will be this week and the rest of next week and possibly further. Councilman Willis asked for updates about this work. Chief Bair said that he understood there would be work on the 1100 block of Taylor Drive and that he would post this on Crimewatch. He said he would post updates tomorrow morning.

Solicitor's Report

Solicitor Alex Baumler had no separate report.

Finance Director's Report

Mike Hill stated that the Muckinipates authority and Darby Creek Authority are past due. M&T bank and Republic bank do not have quite enough funds to comfortably cover them. He said that he was not clear if they were aware of they were affiliated with Delcora or if there are separate entities. Councilman McGuigan noted that they are separate from Delcora and are independently run and they are who we pay to get our sewage cleaned. He said they are looking at another 10% increase next year for both authorities. Councilman McGuigan said that payments would not come in until March and that there was a time that they were four consecutive quarters behind and that payments would be made when large amounts of sewer funding comes in. He said we should be caught up from the point we were behind previously and as long as you are in communication with them they should be reasonable about interest payments.

Borough Manager's Report

Manager Hayman said that he had already sent out a report last week but as an update, which was addressed by Councilman McGuigan, he has already signed up staff for the COVID 19 vaccine. He said he spoke with County Councilwoman Schaffer and that he had requested 50 spots for vaccines as employees and possibly elected officials would qualify. Manager Hayman said that essential Borough contractors may also qualify for the COVID 19 vaccine as they are also vital – including engineers,

finance and legal representation. Solicitor Alex Baumler said that this is currently the case in Montgomery County and things could be updated again. Councilman McGuigan said that the elderly should be in before people who attend zoom meetings. Solicitor Alex Baumler noted that these people had been upped to 1A and would be prioritized. Councilwoman Isaac said that she still hasn't gotten the vaccine despite working in healthcare. Manager Hayman said he was happy to abstain from getting a vaccine if his staff could get it first, however our Police and Highway Department are out on the street now and these services are essential. Chief Bair said that staff are getting shots tomorrow from 11:00am to 2:00pm at Fitzgerald Mercy and not all officers would like to get it.

Council President Papaleo said that officers that are rejecting the vaccination and that the current Borough policy stipulates that staff do not need to take sick time if they get COVID 19 as they will be given unlimited paid days off – he said that if the vaccine is made available and an employee were to reject it and then contract COVID 19, they would no longer be given unlimited paid days off. Councilman McGuigan objected and noted that he cannot currently get the vaccine as he has too many antibodies. He said this was not a choice. Councilwoman Daly said that people who have recently had COVID 19 are forced to wait. Council President Papaleo said that this was targeted to officers who have not contracted the virus and could get the vaccine. Chief Bair said that there is an officer who received a flu shot last week and was not able to get the vaccine yet. Council President Papaleo reiterated that people who have religious or medical exemptions would be not be required to get the vaccine. Council President Papaleo said that after the CARES act ended, the Borough will not be reimbursed for expenses incurred as a result of being off due to COVID 19. Council President Papaleo said he wanted to continue allowing people out as he does not want staff who are sick to come work. Manager Hayman said that these policies are a topic for executive session but that Borough Labor Counsel had advised that the Borough could require staff to get a vaccine unless they can prove a valid medical or religious exemption but that more details should be discussed in executive session. Councilwoman Daly reminded members that the vaccine does not guarantee 100% protection from the virus and a single shot does not come close to protecting you and employees should still be given time off as an asymptomatic person could still theoretically spread the virus. Chief Bair and Council President Papaleo discussed how he checks for symptoms.

There was no old business.

Council President Papaleo noted there was a resolution under new business and asked Manager Hayman to read it.

Manager Hayman read the following resolution into the record, verbatim:

“A RESOLUTION OF THE FOLCROFT BOROUGH COUNCIL, DELAWARE COUNTY, PENNSYLVANIA, REGARDING IMPEACHMENT OF THE PRESIDENT OF THE UNITED STATES

WHEREAS, President Donald J. Trump has actively incited an armed insurrection seeking to subvert the Constitution and void the results of the free and fair election of the President in 2020 in violation of his oath to uphold and defend the Constitution of the United States.

WHEREAS, Section 3 of the 14th Amendment to the Constitution of the United States reads “No person shall be a Senator or Representative in Congress, or elector of President and Vice President, or hold any office, civil or military, under the United States, or under any State, who, having previously taken an oath, as a member of Congress, or as an officer of the United States, or as a member of any State legislature, or as an executive or judicial officer of any State, to support the Constitution of the United States, shall have engaged in insurrection or rebellion against the same, or given aid or comfort to the enemies thereof. But Congress may by a vote of two-thirds of each House, remove such disability.”

WHEREAS, The following members of the United States Senate and House of Representatives did attempt to overturn the results of the free and fair election of the President in 2020 in violation of their oath to uphold and defend the Constitution of the United States:

Manager Hayman stated that the list of names would be included.

NOW THEREFORE, BE IT RESOLVED, that any United States Senator who votes not to convict President Donald J. Trump for inciting an armed insurrection and seeking to subvert the Constitution and void the results of the free and fair election of the President in 2020 is in violation of his or her oath to uphold and defend the Constitution of the United States.

BE IT FURTHER RESOLVED, that the Borough Council of Folcroft Borough strongly urges our federal representatives to seek the removal from office of any United States Senator in violation of his or her oath under Section 3 of the 14th Amendment to the Constitution.

DULY PRESENTED AND ADOPTED by the Borough Council of Folcroft Borough, Delaware County, Pennsylvania, this 19th day of January, 2021.

Councilman Waters made a motion to pass this resolution. Councilwoman Isaac seconded.

Councilman McGuigan said he did not understand the purpose of this resolution. Council President Papaleo said this resolution would be sent to both United States Senators who represent Folcroft. Councilman McGuigan said that this resolution punishes those who have a different view of events. Council President Papaleo said that this crime was committed on a national scale and there is no denying what occurred. Council President Papaleo said that these members had to hide in their offices and were witness to an insurrection and that to deny that this incident occurred is a violation of their oath.

Resolution passed 4 to 1. Papaleo, Willis, Daly, Waters voted yes. Daly left. McGuigan voted no.

Council President Papaleo asked to have the resolution be printed and sent to Congresswoman Scanlon, Senator Toomey and Senator Casey. Manager Hayman said this could be printed professionally and

would be received in a few days. Council President Papaleo said this was not political but about treason and he did not want to know anyone who did this.

Councilman McGuigan asked the Council President and Vice President to stay after the meeting.

A motion to adjourn was made at 8:57pm. The meeting was adjourned.

Engagement Letter for Brinker Simpson for
Treasurer Services



Folcroft Borough

Accounting Services Engagement

Contact Persons:

Donna Stilwell, CPA, CFE

Christine McMenamin

Brinker Simpson & Co., LLC

940 West Sproul Road, Suite 101

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610-544-5900

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February 8, 2021

Folcroft Borough Council
Attn: Council President, Joseph Papaleo
1555 Elmwood Avenue
Folcroft, PA 19032

Dear Folcroft Borough Council:

This letter is to confirm acceptance and understanding of the terms and objectives of the engagement and the nature and limitations of the services Brinker Simpson & Company, LLC (“BSCo”) will provide to Folcroft Borough (“the Borough”) beginning March 1, 2021.

Weekly Accounting Support to include the following:

- 1) Process vendor invoices approved according to Borough policy and process payments timely
- 2) Record cash receipts
- 3) Process weekly payroll and record journal entry
- 4) Services will be provided weekly on-site one day per week. We will also request access to the Accounting system remotely.

Monthly Accounting Support

- 1) Prepare monthly bank reconciliations
- 2) Record monthly journal entries as needed
- 3) Prepare monthly account reconciliations for balance sheet accounts and select revenue and expense accounts
- 4) Prepare monthly reports for Borough Council meeting to include monthly revenue and expense reports per fund, vendor invoices entered, paid and outstanding, bank account reconciliations

Annual

- 1) Support Council and Borough Manager in preparing the annual budget for General Fund, Sewer Fund and Liquid Fuel Fund
- 2) Prepare Form 1099-NEC and 1099-MISC if applicable
- 3) Work with outside auditor to ensure audit is completed timely

The Borough is responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge and experience to oversee our accounting services. The Borough is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Donna Stilwell, CPA, CFE, is the engagement partner and is responsible for supervising the engagement. The engagement team and contact information is listed on the firm profile.

Our fees for the services listed above will be \$3,500 per month and \$300 to attend the monthly council meeting. Additional meetings will be invoiced at \$150/hour.

Fees for services provided outside the scope of this engagement will be invoiced at the following rates:

Partner	\$225
Manager	\$160
Analyst	\$110
Senior Accountant	\$ 85

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur additional costs. We do not bill for out-of-pocket costs such as report production, travel, etc. Invoices are submitted monthly as the work is performed and payment is expected promptly.

Either party may terminate this contract at any time, upon 30-days written notice. BSCo will assist the Borough with transition to any successor firm or individual.

The Borough agrees to hold BSCo harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from Borough management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you acknowledge and agree with the terms of our engagement as described in this letter, please sign the agreement and return it to us.

Sincerely,



Donna M. Stilwell, CPA, CFE
Partner

Accepted by Joseph Papaleo, Council President:

Signed: _____ Title: _____ Date: ___/___/___



FIRM PROFILE

Brinker Simpson & Company, LLC has been providing public accounting services since 1989. Our firm has over 40 team members. It was formed by managing partner Robert B. Simpson, CPA, MST to serve the tax, auditing and accounting needs of businesses in a wide range of industries. Headquartered in Springfield, Pennsylvania, with offices in Media and Fort Washington, we have an outstanding reputation for responsiveness and the highest quality of service. Our motto is “Partner with Us” and to this end we work together with our clients to help them meet their financial goals and objectives. We are accessible and dedicated to building long-term professional relationships.

We are committed to supporting the Delaware Valley area. We recognize the importance of being active members in the communities where we live and work. We maintain a culture that encourages community awareness and volunteerism.

Our people set us apart! We maintain a strong focus on recruitment, development and retention of quality professionals and associates. We have been selected for the sixth year in a row as the “Best Accounting Firm to Work For” according to *Accounting Today*.

Our firm serves numerous clients operating in a wide range of industries. We have successfully transitioned many clients, such as you, from national and regional firms.

ENGAGEMENT TEAM

Donna M. Stilwell, CPA, CFE – Partner

Email: dstilwell@brinkersimpson.com

Direct Line: 610-885-0953

Marcy DeLorenzo-Rosci, CPA – Manager

Email: mdelorenzo@brinkersimpson.com

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Christine McMenamin – Senior Accountant

Email: cmcmenamin@brinkersimpson.com

Direct Line: 610-885-0961

Andrew Baczkowski – Financial Analyst

Email: abaczkowski@brinkersimpson.com

Direct Line: 610-885-0967

COMMITMENT TO STAFF CONTINUITY

We understand the best way to provide you with responsive, quality service, is to assign the most qualified individuals to the engagement and maintain continuity of staff on successive engagements. We are committed to maintaining the same staff on engagements year after year and we have a low turnover rate. Our firm’s focus is to attract and to retain the best people and to provide them with superior development opportunities.

Our ability to retain the best people and provide project team stability comes from our significant focus on our people – the individuals who make our business what it is today and what it will be in the future.

APPENDIX B

Resolutions

- 2021 Salary Resolution
- County Aid Application Resolution

2021 Salary Resolution

**FOLCROFT BOROUGH
DELAWARE COUNTY, PENNSYLVANIA**

RESOLUTION R-2021-2

A RESOLUTION OF THE FOLCROFT BOROUGH COUNCIL, DELAWARE COUNTY, PENNSYLVANIA, SETTING SALARIES FOR CERTAIN BOROUGH EMPLOYEES FOR THE YEAR 2021.

WHEREAS, the Folcroft Borough Council desires to establish and amend salary rates for certain Folcroft Borough Employees for the year 2021.

NOW, THEREFORE, BE IT RESOLVED by the Folcroft Borough Council, and it is hereby **ADOPTED** and **RESOLVED** by authority of same as follows:

- I. The Police Secretary shall receive a salary of twenty-five (\$25) dollars per hour.
- II. The Borough Crossing Guard Scheduler shall receive a salary of fourteen dollars and sixty-five cents (\$14.65) per hour.
- III. The Borough Crossing Guards shall receive a salary of fourteen dollars and forty cents (\$14.40) per hour.
- IV. All resolutions or parts thereof inconsistent with the provisions of this Resolution are hereby repealed to the extent of the inconsistency.
- V. This Resolution shall be effective immediately upon its passage and shall be made retroactive to January 1, 2021 for the purposes of payroll and accounting.

DULY PRESENTED AND ADOPTED by the Borough Council of Folcroft Borough, Delaware County, Pennsylvania, this 16th day of February, 2021.

ATTEST:

**BOROUGH COUNCIL OF
FOLCROFT BOROUGH**

Andrew Hayman, Secretary

Joseph A. Papaleo, President

County Aid Application Resolution

**BOROUGH OF FOLCROFT
DELAWARE COUNTY, PA**

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING AN APPLICATION TO
THE DELAWARE COUNTY COUNCIL FOR AN
ALLOCATION OF COUNTY LIQUID FUEL TAX FUNDS IN
2021 FOR THE MUNICIPAL ROADWAY/STREET
IMPROVEMENT PROGRAM OF 2021**

WHEREAS, the undersigned Municipality desires to take advantage of the Act approved June 1, 1945, P.P. 1242 and as provided in the Act approved May 18, 1945, P.L. 803 permitting Counties of the Commonwealth of Pennsylvania to appropriate and expend moneys for the improvements and maintenance of State Highways and State-Aid Highways or Public Highway in any County of the Commonwealth.

THEREFORE BE IT RESOLVED, that we, the Officials of Folcroft Borough, Delaware County, Pennsylvania, in regular session assembled on this 16th day of February, 2021 do hereby make application to the County Council of Delaware County for an allocation of County Liquid Fuel Tax Funds in the amount of \$8,100.00 to be used toward the 2021 Roadway/Street Improvement Program.

It is certified by the Municipality and the officers who execute this application that materials used and work done hereunder shall conform to the current Pennsylvania Department of Transportation 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.

ADOPTED this 15th day of February, 2021.

BOROUGH OF FOLCROFT

ATTEST: _____

Andrew Hayman
Borough Secretary

Joseph Papaleo
Council President