

AGENDA

FOLCROFT BOROUGH COUNCIL MEETING

JUNE 15, 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 May, 2021
- Motion to approve the Treasurer's report for the month of May, 2021
- Motion to approve the May 4th, 2021 Workshop Meeting Minutes and May 25th, 2021 Council Meeting Minutes
- Motion to approve a second change order to the 2021 Roads Program to include Delmar Drive
- Discuss posting an additional administration assistant position

Public Works Committee - *Mr. Willis*

- Discuss purchasing cameras and livestreaming equipment for Borough meetings.

Public Safety Committee - *Mr. Ruskowski*

- Motion to approve the Police Chief's Report for the month of May, 2021
- Motion to approve the Fire Chief's Report for the month of May, 2021
- Motion to approve the Fire Marshall's Report for the month of May, 2021

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*

- Reminder that Juneteenth will be held on Saturday, June 19th at 6:00pm
- Recognize Ray's Tire & Automotive, My Biz Consulting LLC, Grow and Learn Centers Inc, Major's Deli, CornerStone Donuts (Dunkin Donuts) and Mecca Electric for their generous contributions to Juneteenth

Municipal Legislation – *Mr. Waters*

- Discuss any new business.

New Construction Committee – *Mr. Willis*

- Discuss any new business.

Parking Permit and Paving Committee – *Mr. Willis*

- Discuss hiring Parking Enforcement staff.

Police Chief's Report

Solicitor's Report

Finance Director's Report

Borough Manager's Report

Old Business

New Business

Adjournment

June 15, 2021 Borough Manager's Report:

Code Enforcement:

During the month of May, a combined total of 200 Code Enforcement violations were issued, mostly for items like tall grass and weeds. This represents an increase of four violations over the month of April, when 196 violations were issued. Again, most of these fines were issued for tall grass and weeds.

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 mulch that councilmembers ordered for the Montgomery Park playground has been delivered and looks fantastic. Highway staff have been busy sprucing up the equipment with a fresh coat of paint and will soon replace the swings on the swing set. The snack bar at Montgomery Park has been fully repainted and no graffiti is visible and all lighting has been repaired.

New employee Hunter Frank started working last week. Already, he has proven himself to be a wonderful asset to the Highway Department!

Events:

The final Thursday food giveaway has concluded with the Share Food program. If another source of food is found I would be glad to restart it. These giveaways, which have been hosted almost every single Thursday since the beginning of October, have helped hundreds and hundreds of people.

The vaccine clinics have been outstanding, but have now received such a low number of attendees that I do not believe we can justify keeping the Borough gym open for these events. As vaccines are now nearly universally available, we can still help direct residents to these resources. I would like to thank "NUAC" Nurses United Against COVID for vaccinating a total of approximately 100 Borough residents. NUAC is still providing at-home vaccinations so residents who cannot get out (for any reason) should still be encouraged to contact the Borough.

COVID 19:

According to the Chester County Health Department's website, a total of 9.65% of Borough residents have tested positive for COVID 19 since March, 2020 for a total of 640 cases. This is an increase of just 13 cases since my last Manager's report to Council on May 25th. Notably, this is

by the far the smallest increase I've seen since I began monitoring this data. Of these cases, 6 Borough residents have now passed away due to COVID 19 which represents no increase from the previous month. 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:

Borough offices have been open to the public for over three months, though masks and social distancing have been required. In accordance with CDC guidance on the matter, I have not required staff who are fully vaccinated and working inside the office or those visiting the office who are fully vaccinated to wear masks. I am still directing staff to not allow residents and visitors into the office except in rare, pre-planned circumstances. In these incidents, I do require residents and staff to wear masks.

As the Borough moves to bring permitting in-house and begins the parking permit program, I think it might be advisable to hire another office assistant to monitor these tasks. This employee should be dedicated to processing permits, scheduling inspections and working on some other projects as well as providing backup services for resident assistance.



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

REPORT OF THE ENGINEER June 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. Work on the basin continues. Brahin has hired full time engineering/geotechnical services to oversee work.

Lot 2 Development – Plans have been received and approved. All agreements and fees have been received. Met with adjacent property owner and discussed the revised plans with additional landscaping for noise attenuation. Plans have been executed for recording. Attended preconstruction meeting. Work has commenced.

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

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 2021 – Application have been submitted to the County Office of Housing and Community Development for consideration. Montgomery Park Entrance has been selected as a 2021 project. Would request authorization to complete survey work for this project.

Road Program 2021 – Contractor is currently 40% complete. Delmar Drive was not included in the initial agreement with PECO. PECO has offered an additional contribution for work along Delmar Drive in the amount of \$50, 258.00. I would recommend approval of the additional contribution and change order to AF Damon in the amount of \$26,572.10.

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

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. DCED has determined due to lack of current audits, no extension can be provided and no monies can be reimbursed until such time as the audits are provided. If 2020 DCED Audit can be presented in a timely fashion, the Program Liaison felt they would lift the flag. DELCORA is working on the proposal for installation.

Municipal Complex – Awaiting contract execution and schedule. Additional submittal has been received and forwarded to the Solicitor for review.

June 2021

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)

DELCORA – Received copy of I & I Reduction Plan for the DELCORA 2021 NPDES permit issued to DELCORA by PADEP. Delcora is required by the permit to complete I & I mitigation and compel municipalities which they serve to do same. Once reviewed, I will present findings.

Delmar Drive/Hook Road Streetscape - Contacted PADOT. They have suggested a joint meeting of Folcroft and Darby Township to discuss upgrades for safety as well as greening the corridor. DVRPC is a suggested conduit for this meeting, however, PADOT would also be willing to sit without DVRPC. PADOT has announced the ARLE Grant which may be a vehicle for funding of this project as well as upgrades to the pedestrian walkways.

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.

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.

The Borough of Folcroft is hiring one to two Parking Enforcement officer(s). The position(s) calls for individuals capable of performing both in the field and administrative tasks. The day-to-day activity requires the skills of a self-starter who desires both a learning opportunity and an opportunity to grow professionally while assisting in the management of a relatively urbanized older and dense suburban municipality.

Job Position Summary

Under the general direction of a supervisor (Borough Manager), performs work involving enforcing on-street parking regulations by patrolling the borough's regulated parking zones. Parking Enforcement Officers (PEOs) are responsible for ticketing vehicles that they observe to be parked illegally.

Day to day tasks will include up to and beyond the following:

- Enter and retrieve information pertaining to vehicle registration, identification and status using handheld computers or smart phones.
- Patrol an assigned area by vehicle or on foot to ensure compliance with existing parking ordinances.
- Write warnings and citations for illegally parked vehicles.
- Appear in court hearings regarding contested traffic citations.

QUALIFICATIONS

(These qualifications are minimums and required. An equivalent combination of education and experience may be substituted.)

- High School Diploma or Equivalent.
- Valid Driver's License.
- Prior knowledge or experience with Smartphone/Handheld technology preferred.
- Customer Services Experience is preferred but not required.
- Familiarity with the Borough of Folcroft.
- Prior experience in parking enforcement is preferred but not required.

Other Qualifications

Necessary Basic Competencies:

- Knowledge of the relevant equipment, policies, procedures and strategies to enforce parking ordinances.
- Knowledge of parking codes and ordinances for the borough of Folcroft.
- Knowledge of information technology related to the enforcement of parking in a suburban setting.
- The ability to communicate information both verbally and in writing.
- The ability to apply rules and ordinances passed by local government in your day-to-day work.
- The ability to stand and walk for several hours at a time outdoors throughout the year.
- The ability to provide residents timely, accurate information when asked.
- The ability to provide quality customer service to residents impacted by parking citations, or residents raising concerns related to illegal parking in their community.

The Borough of Folcroft is hiring an Administrative Assistant. The position calls for individuals capable of supporting a wide range of municipal functions with an emphasis on code enforcement and documentation. Successful candidates will have demonstrated experiences providing excellent customer service.

Job Summary:

The Administrative Assistant facilitates the efficient operation of the assigned department by performing a variety of clerical and administrative tasks. Focus will be supporting the code enforcement function with the borough.

Duties/Responsibilities:

- Answers and transfers phone calls, screening and routing resident requests as required.
- Welcomes and directs visitors.
- Maintains filing systems as assigned.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Maintains office supplies and coordinates maintenance of office equipment.
- Maintains a system for recording expenses and the use of petty cash.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.

Education and Experience:

- Associate's degree required; Bachelor's degree in related field preferred.
- Three to five years of experience in an administrative role.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.



Inspiring Design for Your Future

Contract No. 82725-104-21

Date: June 1, 2021

Original Contract Amount: \$548,946.60

Change Order No.: 2

Revised Contract Amount: \$626,867.02

To: (Contractor) A.F. Damon Inc.

Name of Project: 2021 Road Program – Folcroft Borough

You are hereby requested to comply with the following changes from the contract plans and specifications:

ITEM NO.	DESCRIPTION OF CHANGES-QUANTITIES, UNITS, UNIT PRICES, CHANGE IN COMPLETION SCHEDULE, ETC.	DECREASE IN CONTRACT PRICE	INCREASE IN CONTRACT PRICE
1.	Delmar Drive – Bennington to School (3,433 SY Milling; 350 TNS Wearing Course)		\$31,036.10
2.	Delmar Drive – Patch at Taylor (190 SY Milling; 20 TNS Wearing Course)		\$1,763.00
3.	Delmar Drive – Patch at Summit (243 SY Milling; 30 TNS Wearing Course)		\$2,573.10
	Original Contract Amount		\$548,946.60
	Total Value Change Order to Date		\$42,548.22
	Total Value of Change Order No.: 2		\$35,372.20
	Revised Contract Amount		\$626,867.02

The sum of \$31,772.20 is hereby increased from the total contract price and the total adjusted contract price to date thereby is **\$626,867.02**. The time provided for completion in the contract is unchanged.

This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

Accepted by:

Contractor - A.F. Damon, Inc

Date

Owner – Folcroft Borough

Date

Recommended by:

Engineer - Catania Engineering Associates, Inc.

Date

Catania Engineering Associates, Inc., Engineers and Land Surveyors

520 W. MacDade Boulevard, Milmont Park, PA 19033-3321

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