



## NEW RESIDENT WELCOME PACKET

SEPTEMBER-2021

Brookhaven Municipal Office

2 Cambridge Road

Brookhaven, PA 19015

Phone: 610-874-2557

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This New Resident Welcome Packet is located and kept updated online in the **Quick Links** menu of the [Brookhaven Borough website](#). This document contains easy to use embedded links when used online. A printed copy may also be obtained from the borough office.

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**Welcome to the Borough of Brookhaven!**

We hope you find the information contained in this New Resident Welcome Packet useful. While there is a lot of information contained in this welcome packet, please routinely visit our website, [www.brookhavenboro.com](http://www.brookhavenboro.com) for the most complete and up-to-date information. New yearly Borough Calendars are mailed to all households in the Borough prior to the New Year. The calendar lists borough events such as Family Day, Holiday Parade, etc. Copies are also available at the borough office while they last.

Should you have any questions as you settle in, in addition to [www.brookhavenboro.com](http://www.brookhavenboro.com):

- Visit us in person at the Municipal Center at 2 Cambridge Road;
- Contact us at 610-874-2557;
- Access the [Brookhaven Borough Facebook page](#);
- Read the Message Board under the Borough's Clock located at Memorial Island;
- Watch Brookhaven Borough Community Information Channel.  
(Comcast channel 5, Verizon channel 33)



We hope you take part in the many activities and events that occur in our borough each year. Please see the [Calendar](#) on the Brookhaven Borough Website for all events happening in Brookhaven, e.g., Borough Meetings, Summer Concert Series, etc. In addition, you'll find third party links to such things as Youth Sports and Delco Alerts.

Once again, welcome to Brookhaven, and thanks for choosing our community to be your home!

*Mayor and Borough Council*

## Brookhaven Borough Mayor & Council

**Mayor:** Denise Leslie

**Council Members:**

- Terry Heller, President
- Donna Fooks
- Michael Gilroy
- Cherie Heller
- George Pappas
- Janice Sawicki
- Hector Vazquez, Jr., Vice-President



The Council generally meets on the first and fourth Monday of each month at 7:00PM at the Borough Municipal Center. All meetings are open to the public, and residents are encouraged to attend and participate. These meetings are videotaped and posted on the Brookhaven Borough website at [www.brookhavenboro.com](http://www.brookhavenboro.com).

Each Council Member chairs or participates on multiple Borough Committees and/or Boards. If you have any questions, please contact the Council Member(s) associated with the pertinent Committee or Board.

**Arbor/Shade Tree Committee** - Janice Sawicki (Chair)

**Board of Health** - Terry Heller (Chair)

**Building Committee** - Terry Heller (Chair)

**Business Revitalization Committee** - Donna Fooks (Co-Chair), Cherie Heller (Co-Chair), Terry Heller

**Civil Service Commission** - George Pappas (Liaison)

**Condo Association Committee** - George Pappas (Chair), Donna Fooks

**Emergency Management Committee** - Cherie Heller (Chair)

**Finance and Administration Committee** - Janice Sawicki (Chair), Donna Fooks, Hector Vazquez

**Fire Committee** - Cherie Heller (Chair), Janice Sawicki

**Grant Committee** - Janice Sawicki (Chair), Donna Fooks, Terry Heller

**Historical Committee** - Michael Gilroy (Chair), Terry Heller

**Holiday Parade Committee** - Donna Fooks (Co-Chair), Cherie Heller (Co-Chair)

**Long Term & Comprehensive Plan Committee** - Janice Sawicki (Chair), Donna Fooks, Terry Heller

**Ordinance Committee** - Donna Fooks (Chair)

**Personnel Committee** - George Pappas (Chair), Cherie Heller

**Planning Commission** - George Pappas (Liaison)

**Police Committee** - Cherie Heller (Chair), Michael Gilroy, George Pappas

**Public Works Committee** - Hector Vazquez (Chair), Terry Heller, George Pappas

**Recreation Board** - Donna Fooks (Co-Chair), Cherie Heller (Co-Chair)

**Recycling/Trash Committee** - Donna Fooks (Chair)

**School Board** - Donna Fooks (Liaison)

**Technology & Communications Committee** - Donna Fooks (Co-Chair), Cherie Heller (Co-Chair), Michael Gilroy

**Workplace Safety Committee** - George Pappas (Chair)

**Zoning Hearing Board** - George Pappas (Co-Liaison), Hector Vazquez (Co-Liaison)

**State Government**

**State Senator: Hon. John I. Kane – 9<sup>th</sup> Senatorial District – (D)**

Press [here](#) for Senator Kane’s website

**Chester Office:**

504 Avenue of the States, 1<sup>st</sup> Floor  
Chester, PA 19013  
Office: (717) 756-1548 / Fax: 610-447-3196  
Hours: Monday thru Friday 9:00am – 4:30 pm

**Capitol Office:**

458 Main Capitol Building  
Senate Box 203009  
Harrisburg, PA 17120-3009  
Office: (717) 787-4712  
Email: [Kane@pasenate.com](mailto:Kane@pasenate.com)

**State Representative: Hon. Leanne Krueger – 161st Legislative District – (D)**

<https://www.pahouse.com/Krueger-Braneky/>

**Brookhaven Office:**

2 Cambridge Road  
Brookhaven, PA 19015  
Office: (610) 447-3297 / Fax: (610) 447-3378  
Hours: Tues 9 - 4, Wed 11 - 4, Thurs 9 - 3

**Capitol Office:**

115-B East Wing  
PO Box 202161  
Harrisburg, PA 17120-2161  
Office: (717) 705-2567 / Fax: (717) 705-7000

**U.S. Congress: Hon. Mary Gay Scanlon – 5<sup>th</sup> Congressional District – (D)**

<https://scanlon.house.gov/>

**East Lansdowne Office:**

2501 Seaport Drive BH230  
Chester, PA 19013  
(610) 626-2020

**Washington, D.C. Office:**

1535 Longworth HOB  
Washington, DC 20515  
(202) 225-2011

**U.S. Senators:**

**Hon. Robert P. Casey, Jr. -- (D)**

393 Russell Senate Office Building  
Washington, DC 20510  
(202) 224-6324  
<https://www.casey.senate.gov/>

**Hon. Patrick J. Toomey -- (R)**

248 Russell Senate Office Building  
Washington, DC 20510  
(202) 224-4254  
<https://www.toomey.senate.gov/>

**District Court 32-2-39:**

Hon. Georgia Stone  
Located in the rear of our municipal building.

## Public Safety

### *A message from Brookhaven Fire Company*

The Brookhaven Fire Company, Station #52, is 100% Volunteer Firefighters with an active membership of approximately 60 members. The EMS (Emergency Medical Services) is made up of 15 Volunteer EMTs and 10 part time EMTs. The fire company runs 1 Engine, 1 Engine/Rescue, 1 Quint/Ladder, 1 Rescue, 1 Utility Pickup, and 3 BLS (Basic Life Support) Ambulances to provide Fire/Emergency Medical Services to Brookhaven Borough and surrounding communities. We manage an extensive fire prevention program that includes visiting schools and day care centers, sponsoring a Fire Safety Carnival, and educating the public regarding fire prevention and fire safety in the home. We provide fire safety/fire prevention materials and information at the Borough's annual Family Day Event.

We run two Annual Fund Drives each year. The Fire Fund Drive starts the first week of January; the EMS Fund Drive starts the first week of May. Note that the fee for EMS services is a subscription and therefore, if paid and you require emergency transportation, you will not incur any out-of-pocket expenses that your insurance company does not cover. Please look for these mailings and support these very important annual fundraising drives.

We are always looking for new members. We pay and provide Fire and EMS training for anyone wishing to join. Any person 14 years or older, interested in joining is asked to come to the firehouse any Tuesday night at 6:00PM or Saturday morning at 9:00am. You may also apply on-line through our website.

2 Cambridge Road, Suite 52  
Brookhaven, PA 19015  
Emergency Phone: 911  
Non-Emergency Phone: (610) 872-8093



For more information, see the Brookhaven Fire Department website at [www.Brookhavenfireco.com](http://www.Brookhavenfireco.com).

### *A message from Brookhaven Town Watch*

The Brookhaven Town Watch organization was started by a handful of residents back in the summer of 1995; we now have approx. 25 members. Our job as Town Watch members, is to be an extra set of eyes and ears for our police department, to observe and report. When we see a reportable incident, we notify police and stay out of their way and only assist them if requested to do so.



We report open doors at both resident and business locations, perform security checks of our businesses, and work security and traffic control at borough functions.

We are always looking for new members, so if interested in seeing what we are about firsthand, contact the Borough Office at 610-874-2557 x110.

For more information, see [Town Watch](#) on the Brookhaven Borough Website.



**Public Safety (cont'd)**

*A message from Brookhaven Police Chief Vice*

On behalf of myself and the Officers of Brookhaven Borough Police Department I welcome you to our amazing Community. I am honored to have the privilege of serving this great community as your Chief of Police. Our staff includes fourteen sworn police officers and one civilian staff member. We truly care about the safety and well-being of those we serve. I believe in maintaining a high level of professionalism and seek to foster engagement with the community. I strive to be transparent with community members and communicate effectively in order to maintain public trust.

Please feel free to contact me by email or phone. I can be reached by phone at 610-876-6142 or by email at [chiefvice@brookhavenpolice.com](mailto:chiefvice@brookhavenpolice.com).

Accident reports can be obtained by contacting the secretary during business hours, 8 AM to 4 PM, Monday through Friday, 610-876-6142 x111.

If you need to speak to an officer for an emergency or non-Emergency, **call 911!**

2 Cambridge Rd., Suite 200  
Brookhaven, PA 19015  
Phone Number: 610-876-6142  
Fax Number: 610-874-2066



For more information, see [Police Department](#) on the Brookhaven Borough website.

**Delaware County Emergency Notification System (DelcoAlert)**

Whether it's a severe storm, an Amber alert or a threat to your home or business, Delaware County has an enhanced notification system, known as DelcoAlert, where you can receive emergency notices through your phone, email, and/or mobile device. Delaware County Council urges all residents to sign up for this system.

For more information, see [Delco Alerts](#) on our Brookhaven Borough Website.



## Municipal Services<sup>1</sup>

### Branch Chipping

- Residents can schedule use of the chipper for a maximum of 15 minutes to remove branches from their home.
- Branches should be at least 3 ft. long with the cut ends facing the same direction and put curbside the night before the scheduled date.
- See the Brookhaven Borough Newsletter and Calendar for chipper schedule. Please call for an appointment at 610-874-2557 x3.

### Leaf Pickup

- See the Leaf Collection Schedule in the Brookhaven Borough Newsletter and Calendar for dates when leaves will be picked up on your street.
- Leaves should be put at your curb, not in the street.

### Permits

- Call the Borough Office at 610-874-2557 x133 to clarify if a permit is required for any work completed at your property.
- Residents over 62 years of age may be exempt for some or all permit fees up to \$7500.
- See [Fee Schedule](#) on the Brookhaven Borough website under Documents - Ordinances.

### Snow Removal/Plowing

- Brookhaven utilizes a snow management plan to safely clear all borough roads quickly and efficiently. The plan includes de-icing and pre-salting prior to the predicted snow, salting and plowing after 3 inches of snowfall, and continuing this, as necessary. Snow will be pushed back as far to the curb line as possible (curb to curb after snowfall has finished), therefore keep all vehicles in your private driveways, if possible. Also, do not shovel apron until the plow has completely opened the road. If shoveled too early, you may need to do it again.
- Within 24 hours after the accumulation of snow or ice has ended, the homeowner (or tenant) must remove the snow/ice from the entire width of their pavement or (sidewalk) to create a pathway for pedestrian traffic. Please do not shovel the snow into the street.

Note: This information does not apply to the residents of Hilltop, Trimble Run, Stone Hill, or Traditions at Ridley Creek because Brookhaven is not responsible for their snow removal.

### Tax Rebates

- Senior citizens with a household income less than \$25,000, may be eligible for a Trash Rebate. More information and forms are available at the Borough Office.
- Residents 65 or older, widows/widowers 50 or older, and those with disabilities 18 or older, with a household income less than \$35,000 (\$15,000 for renters) may be eligible for the PA Property Tax/Rent Rebate. More information and forms are available at our State Representative's office located in the Borough Municipal Center.

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<sup>1</sup> This section is for informational purposes only and does not restate or revise any Borough Ordinance in whole or in part. Please refer to the Brookhaven Borough Code for the current language of all Borough Ordinances.

## Trash/Recyclables<sup>2</sup>

*Trash includes: garbage, rubbish, junk, debris, and refuse*

*Recyclables include: Newspapers, paper bags, glass, aluminum, tin cans, cardboard (not wet), cereal boxes, paperback books, hardback books, mail with personal identification removed, and plastics #1, 2, 3, 4, 5 and 7.*

### **Trash**

- Trash is collected every Wednesday.
- Place trash at your curb not before 5:00PM Tuesday evening. (If special circumstances are needed, please call the borough office at 610-874-2557)
- Note that trash **MUST** be stored in covered containers (unless bulk trash) until put at curb for collection.
- Bulk trash, i.e., anything that does not fit into a covered container (e.g., mattress, furniture) is also collected every Wednesday. Must limit bulk trash to **3 items**.
- Mattresses and box springs **must** be wrapped in plastic.
- Carpeting must be cut and rolled into 3 feet lengths and only 3 at a time per trash day.
- The following items are NOT collected as trash: refrigerators, freezers, air conditioners, dehumidifiers, computers, televisions, building materials (wood, drywall, cement blocks, etc.) and auto parts. Note: TVs, computers, and other electronics can be discarded at the Electronic Recycle Days. See the Brookhaven Borough Newsletter, Calendar or Website for upcoming schedule and location.
- Any items that contain or come in contact with body fluids or secretions of patients receiving radiation therapy should NOT be placed in regular trash. Purchase yellow radioactive materials bag and place bags at curb separated from the regular trash. (Consult physicians as to how long after your last treatment you should do this.)

### **Recyclables**

- Recyclables are collected every Wednesday, along with regular trash, so be sure to set them apart at curbside in either the recycling container provided by the borough or a can marked "Recycling".

Note: Please call the Borough Office to obtain a Recycling Can and/or "Recycle" stickers (to adhere to your trash receptacle).



- The borough-provided recycling can is to be used for recyclables only.
- Place recyclables at your curb not before 5:00PM Tuesday evening.
- Recyclables should be loose in marked receptacles.
- Do not store recyclables in plastic bags.
- Any cardboard that gets wet cannot be recycled and must be included with regular trash.
- The following are not considered recyclables and should be put out with regular trash:
  - Plastic bags; pizza boxes; caps from bottles and jugs; Styrofoam; #6 plastics

Note: This information does not apply to the residents of Hilltop, Trimble Run, Stone Hill, or Traditions at Ridley Creek because Brookhaven is not responsible for their trash/recyclable pickup.

<sup>2</sup> This section is for informational purposes only and does not restate or revise any Borough Ordinance in whole or in part. Please refer to the Brookhaven Borough Code for the current language of all Borough Ordinances.

### Miscellaneous Information<sup>3</sup>

#### **Burning**

- No person shall burn anything within the limits of the streets or highways of the borough. The outdoor burning of tree branches, leaves, shrubs, construction materials and any other debris or waste is prohibited within the borough.
- No person shall burn any garbage or other material emitting noxious odors, gases or fumes.
- Brookhaven Fire Marshal recommends using a screen for patio fire pits.

#### **Cats/Dogs**

- No animal is permitted to run at large in the streets of the borough.
- All dogs are to be walked on a leash on public streets. Dog owners are **required** to bring bags to clean up after their dogs.
- Dogs are not allowed to be walked in any borough park, walking trail, or ball field.
- All dogs must be licensed by Delaware County. You can obtain a license application from the Borough Office or go online at <https://www.delcopa.gov/treasurer/dog.html>.
- All dogs and cats must wear an identification collar, clearly and legibly stating the pet/owner's name and phone number. Dogs must also wear valid County of Delaware license registration and up-to-date rabies vaccination tags. Cats must also wear an up-to-date rabies vaccination tag.
- Cat collars must be safety-type collars with either elastic strips or breakaway fasteners.
- It is recommended to equip your dog and cat with a micro-chip implant. Please talk with your veterinarian for more information on this.
- For more details, see the [Animal Control Ordinance](#) posted on the Brookhaven Borough website.

#### **Fence/Wall/Shed**

- Prior to erecting a fence, wall, or other type of construction, please obtain approval and permit from the Building Inspector, call borough office at 610-874-2557 x133.

#### **Fire Works**

- Consumer fireworks (as defined by PA law) or sparkling devices may not be intentionally ignited, discharged, or thrown within 150 feet of an occupied structure or on any public property or school.
- Consumer fireworks may not be used, ignited, or discharged after 10:00 pm.
- No canister fireworks are allowed.
- Anyone under the age of 18 cannot possess or use consumer fireworks. Violators will be fined.

#### **Grass Clippings/Sewer Drains**

- Residents and/or contractors are not allowed to blow/sweep grass clippings into the street. This will avoid clogging storm drains and/or the creek water system.

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<sup>3</sup> This section is for informational purposes only and does not restate or revise any Borough Ordinance in whole or in part. Please refer to the Brookhaven Borough Code for the current language of all Borough Ordinances.

### Miscellaneous Information (cont'd)

#### Grass/Weeds

- *Weeds* - defined as all grasses, annual plants, and vegetation. This term does not include trees or shrubs nor cultivated (perennial) flowers and gardens.
- It is the responsibility of the homeowner (or tenant) to ensure that their exterior property is maintained free from weeds or grass in excess of six inches. It is also the homeowner's responsibility to remove grass/weeds on the homeowner's sidewalk as well as between the curb and street.
- No homeowner (or tenant) may permit weeds, grass, vines, trees, shrubbery, and/or other similar undergrowth to be a hazard and/or obstruction to vehicular and/or pedestrian traffic.

#### Storage on Residents' Exterior Property

- It is the responsibility of the homeowner (or tenant) to ensure that their exterior property is free from any accumulation of abandoned, discarded, or unused objects and to ensure the exterior property stays in a clean, safe, and sanitary condition.
- Items not allowed, but not limited to: lumber, junk, trash, debris, refuse, automobiles, furniture, stoves, refrigerators, freezers, televisions, computers, cans, and containers.
- Trash receptacles must have lids and be stored in a location on your property that is behind the front of your dwelling.

#### Swimming Pools

- Residents with swimming pools may not discharge water directly into the street or stormwater drain. The pool water must be discharged and absorbed on your property and not onto a private or public area. Be sure not to drain your pool onto your neighbor's property.
- To avoid endangering wildlife, chlorine must be neutralized before draining.
- Chlorine Disposal – be careful when disposing chlorine containers and tablets because as soon as they are mixed with water, they create a hot temperature that can start a fire, therefore, it is recommended to separate any chlorine product in double plastic bags and place a note on it to inform the trash collector.

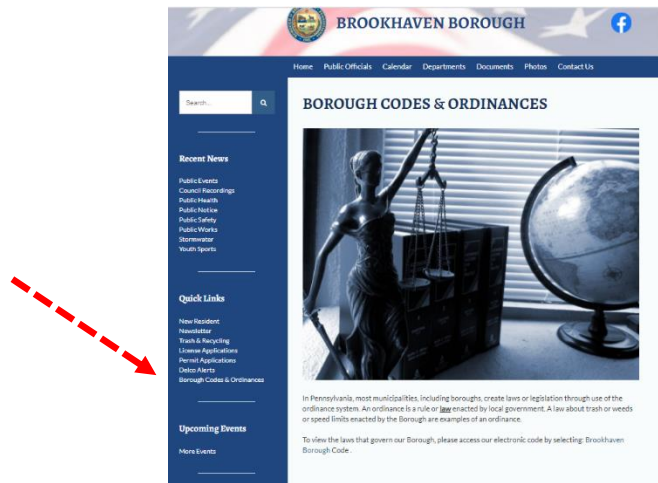
## Borough Codes & Ordinances

In Pennsylvania, most municipalities, including boroughs, create laws or legislation through use of the ordinance system. An ordinance is a rule or law enacted by local government. A law about trash or weeds or speed limits enacted by the Borough are examples of an ordinance.

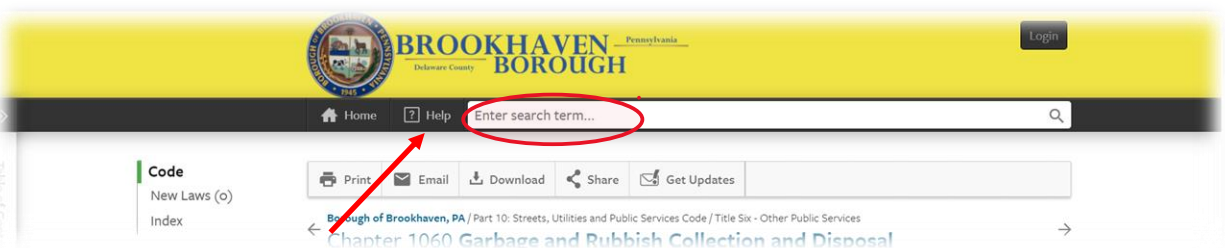
To view the laws that govern our Borough, please access our electronic code by pressing:

Or

Select Borough Codes & Ordinances under Quick Links on our borough's website:



The online electronic code (eCode) is simple and intuitive to use, you simply enter a keyword in the Search field and get the info you need in seconds. The codes can be printed, emailed, and downloaded. Use the Help to provide navigation and searching tips.



If you do not find the information you need or have any questions, please contact the Borough Office at 610-874-2557, x133.

## Community Information

- Parks
  - **Eaton Park**, West Maple Avenue (behind Bateman’s Funeral Home)
  - **Jim Durkin Field**, Coebourn Boulevard (baseball for Teener/Delco leagues)
  - **Memorial Park**, Marshall & Cambridge Rds. (baseball fields for Brookhaven Babe Ruth)
  - **Memorial Island/Butterfly Garden**, Cambridge Road
  - **Ralph Garzia Park**, Grant Drive & Coebourn Boulevard (Tot lot)
  - **Samson Park**, Nathan Avenue (softball fields for Brookhaven Girls Softball)
  - **Sommerville Park**, Virginia Avenue (playground)
  - **Walking Trail**, Between Brookhaven Municipal Center and Whitely Rd.
  
- Churches
  - **Faith Community Church**, 3515A Edgmont Ave.
  - **Our Lady of Charity Roman Catholic Church**, 231 Upland Rd.
  - **Real Church (Assembly of God)**, 301 Edwards Dr.
  - **Slavic Evangelical Baptist Church**, 415 Edwards Dr.
  
- School District
  - **[Penn Delco School District](#)**, Admin. Bldg. 2821 Concord Road, Aston, PA 610-497-6300
  - **Coebourn Elementary**, 1 Coebourn Blvd. Brookhaven
  - **Parkside Elementary**, 2 E. Forestview Rd. Parkside
  
- Voting Polls
  - **1st Precinct** – Brookhaven Municipal Center – Cambridge Road
  - **2nd Precinct** – Our Lady of Charity – Upland Road
  - **3rd Precinct** – Real Church – Edwards Drive
  - **4th Precinct** – Brookhaven Municipal Center – Cambridge Road
  - **5th Precinct** – Brookhaven Municipal Center – Cambridge Road
  - **6th Precinct** – Brookhaven Municipal Center – Cambridge Road