

# **BOARD OF COMMISSIONERS**

## **AGENDA**

**Monday, September 14, 2020 - 6:30 PM**

Pledge of Allegiance

Notice of Executive Session held on August 11, 2020

1. Recognition of Steve McNelis, Public Works Director, for his 30+ years of service to Radnor Township
2. Appreciation Award – Jeffrey Stacey – Radnor Citizens Police Organization
3. Public Participation

#### 4. Consent Agenda

- a) Disbursement Review & Approval
- b) Approval of minutes of the Board of Commissioner meeting of August 10, 2020, and the Special Board of Commissioners meeting of August 17, 2020.
- c) Chief's Monthly Report – September 2020
- d) Staff Traffic Committee Meeting Minutes – August 19, 2020
- e) Approval of Ballot Drop Box License Agreement with County of Delaware, Bureau of Elections
- f) HARB-2020-09 – 328 Midland Avenue – Rear additions
- g) Resolution No. 2020-98 – Authorizing and Directing the Submittal of the Application for Traffic Signal Approval (TE-160) to the Pennsylvania Department of Transportation for the Intersection of Conestoga Road (SR 1019) and West Wayne Avenue
- h) Resolution #2020-96 Authorizing the Execution of a Grant Application to the Pennsylvania Department of Community & Economic Development Keystone Communities Program for the Valley Run Stream Bank Stabilization at 790 Robinhood Road
- i) Resolution No. 2020-100 – Authorizing Payment of \$10,254.60 to Charles A. Higgins & Sons, Incorporated for Emergency Signal Repair Work at North Wayne and Station Avenues
- j) Resolution 2020–102 - Authorizing the payment for the Emergency Tree Removal and Storm Debris Clean Up in the amount of \$25,000.
- k) Resolution #2020-95 – Authorizing the Participation in Houston-Galveston Area Council's (H-GAC) Cooperative Purchasing Program

#### 5. Committee Reports

- A. Ordinance #2019-15 (**Introduction**) – Amending the Township Zoning Ordinance to Allow Townhouse Developments in Certain Areas of the C-3 Service Commercial District and to Provide Regulations Therefore

- B. Resolution #2020-94 Approving the Purchase of Outfitting Equipment for the Township's Water Rescue Vehicle in a Total Amount of \$37,777.16
  - C. Resolution 2020-103 Authorizing the transfer of \$446,000 in excess General Fund Balance (at 12/31/2019) to the Capital Fund to provide financing for the Harford Trail, Montrose Intersection and Creutzburg Facility projects
  - D. Resolution No. 2020-99 – Harford Trail – Authorizing the Award of the Construction Contract to G & B Construction Group, Inc. in the Amount of \$348,008.77
  - E. Ordinance #2020-11 (**Introduction**) – Amending the Township Zoning Ordinance to provide setbacks for emergency generators and to provide regulations therefore
  - F. Ordinance #2020-17 (**Introduction**) – Revising Chapter 262 Towing, Adding New Definitions, Fees and Regulations for Private and Duty Towers in the Township
  - G. Ordinance #2020-18 (**Introduction**) – Amending and restating Article I, Chapter 260 of the Radnor Township Code, Relating to Amusement Tax
  - H. Ordinance #2020-16 (**Adoption**) Prohibiting the Making of Unnecessary and Excessive Construction Noise During Certain Hours
6. Reports of Standing Committees of the Board
  7. New Business
  8. Old Business
  9. Public Participation
  10. Adjournment

### Meeting Notice

There will be a Regular Board of Commissioners meeting held on Monday, September 14, 2020 at 6:30 PM in the Radnorshire Room of the Radnor Township Building, 301 Iven Avenue, Wayne, PA 19087. Please be advised by direction of the Governor's Office, attendance will be limited to 25 or less in the Radnorshire Room. Township Staff will ensure safety protocols will be followed and that any member of the Community will be rotated in as needed.

Recognition of  
Steve McNelis, Public  
Works Director, for  
his 30+ years of  
service to  
Radnor Township

Appreciation  
Award –  
Jeffrey Stacey –  
Radnor Citizens  
Police Organization

# Public Participation

**RADNOR TOWNSHIP**  
**DISBURSEMENTS SUMMARY**  
**September 14, 2020**

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The table below summarizes the amount of disbursements made since the last public meeting held on August 10, 2020. As approved by the Board, the Administration is now making weekly accounts payable disbursement batches and publishing those lists on the Township's web site at the following link. Please refer to those files for a detailed listing of the amounts paid by vendor by account code. Also, please visit the [Open Finance](#) program to view the Township's [Checkbook](#), where all vendor payments are available.

Link: <http://radnor.com/728/Disbursements-List>

Fund (Fund Number)	2020-8A August 7, 2020	2020-8B , 2020	2020-8C , 2020	Total
General Fund (01)	\$100.00	\$299,732.02	\$511,503.89	\$811,335.91
Sewer Fund (02)	0.00	10,272.08	15,500.78	25,772.86
Liquid Fuels Fund (03)	0.00	0.00	6,941.25	6,941.25
Storm Sewer Management (04)	0.00	53,741.40	44.50	53,785.90
Capital Improvement Fund (05)	0.00	433.00	28,306.00	28,739.00
Police Pension Fund (07)	0.00	0.00	5,874.49	5,874.49
OPEB Fund (08)	0.00	527.13	133,761.13	134,288.26
Escrow Fund (10)	0.00	1,800.00	0.00	1,800.00
Civilian Pension Fund (11)	0.00	0.00	5,238.45	5,238.45
Investigation Fund (12)	0.00	0.00	354.70	354.70
Comm. Shade Tree Fund (15)	0.00	400.00	0.00	400.00
\$8 Million Settlement Fund (18)	0.00	1,304.00	2,250.00	3,554.00
The Willows Fund (23)	0.00	502.80	503.22	1006.02
Park & Trail Improvement Fund (501)	0.00	8,140.75	0.00	8,140.75
GOB19 Project Fund (502)	0.00	68,057.81	0.00	68,057.81
<i>Total Accounts Payable Disbursements</i>	\$100.00	\$444,910.99	\$710,278.41	\$1,155,289.40
<i>Grand Total</i>	\$100.00	\$444,910.99	\$710,278.41	\$1,155,289.40

In addition to the accounts payable checks, the Township also has various electronic payments including payroll, debt service, credit card purchases and fees as well as others from time to time. The attached table reflects all the electronic payments made since the last public Board meeting as well as those anticipated prior to the next Board meeting.

The Administration has adopted various internal control and processing procedures to ensure that amounts obligated are within the budgetary limits established by the Board of Commissioners. Those procedures are monitored daily by members of the Finance Department and responsible employees of the various departments. The amounts included in the table above have been scrutinized as part of the internal control and processing procedures and have obtained the required approvals prior to disbursement.

If you should have any questions, please contact the Finance Department.

*Respectfully Submitted,*



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 Robert V. Tate, Jr.  
 Finance Director

**TOWNSHIP OF RADNOR**  
**Minutes of the Meeting of August 10, 2020**

The Radnor Township Board of Commissioners met at approximately 6:37 PM in the Radnorshire Room in the Radnor Township Municipal Building, 301 Iven Avenue, Wayne, PA 19087

**Commissioners Present**

Lisa Borowski, Vice President      Jake Abel      Richard Booker      Sean Farhy  
Moirra Mulroney

**Also Present:** John Rice, Township Solicitor; William White, Township Manager, Robert Tate, Finance Director, Molly Gallagher, PIO, Steve McNelis, Director of Public Works, Steve Norcini, PE, Township Engineer; Roger Philips, Engineer, Christopher Flanagan, Superintendent of Police; Kevin Kochanski, Director of Community Development, Peggy Hagan, Executive Assistant to the Township Manager.

**Not Present**

Jack Larkin, President, Damien Enderle

Vice President Borowski called the meeting to order and led the assembly in the Pledge of Allegiance

Commissioner Borowski thanked and commended Township Staff for response to recent storms.

1. Public Participation

Sarah Pilling – She spoke on the Open letter from Representative Rabb to PECO to increase use of renewable energy.

2. Consent Agenda

a. Disbursement Review & Approval

b. Approval of minutes of the Board of Commissioner meeting of July 13, 2020

c. Chief's Monthly Report

d. Staff Traffic Committee Meeting Minutes – July 2020

e. Resolution #2020-81: Authorizing and Directing the Submittal of the Application for Traffic Signal Approval (TE-160) to the Pennsylvania Department of Transportation for the Intersection of King of Prussia Road (SR 1021) and Eagle Road (SR 1042)/Pine Tree Road.

Commissioner Booker asked for item 2e to be removed from the consent agenda.

f. Resolution #2020-87 Authorizing an Electronics and Paper Shredding Event to be hosted by Radnor Township

Commissioner Abel asked for item 2f to be removed from the consent agenda.

g. HARB- 2020-03 – 420 St Davids Road – Construct detached 2 car garage.

- h. *HARB-2020-07 – 402 Midland Avenue – Remove rear furnace chimney. Remove windows on rear addition to create a porch.*
- i. *HARB-2020-08 – 246 Upland Way – New roof line for 2nd floor addition; relocate front entry and expand front porch.*
- ~~j. *Resolution #2020-79 – Approving the Property and Casualty Insurance Binder for Property, General Liability, Automobile, Police Professional Liability, Public Officials Liability, Employment Practices Liability, Umbrella Liability, and Cyber Liability Insurance Coverage Beginning August 1, 2020 through July 31, 2021 in the Amount of \$383,844.*~~

Commissioner Booked asked for item 2j to be removed from the consent agenda.

- k. *Resolution #2020-83 - Authorizing the Receipt of Sealed Bids for the Construction of the West Wayne Avenue Pedestrian Improvements (previously approved for design only)*
- l. *Resolution #2020-88 Award of bid for Road De-Icing Salt for the 2020-21 Winter Season (Annual Consortium Agreement administered by Newtown Township, guarantees a price for salt and availability when needed.)*

Commissioner Farhy moved to approve the consent agenda minus items 2e, 2f, and 2j, seconded by Commissioner Mulroney. The motion passed 5-0, with Commissioners Larkin and Enderle absent.

*2e. Resolution #2020-81: Authorizing and Directing the Submittal of the Application for Traffic Signal Approval (TE-160) to the Pennsylvania Department of Transportation for the Intersection of King of Prussia Road (SR 1021) and Eagle Road (SR 1042)/Pine Tree Road.*

There was discussion amongst Commissioner Booker and Staff. Commissioner Borowski called the vote, the motion passed 3-2 with Commissioners Booker and Abel against and Commissioners Larkin and Enderle absent.

*2f. Resolution #2020-87 - Authorizing an Electronics and Paper Shredding Event to be hosted by Radnor Township*

There was discussion amongst Commissioners and Staff. Commissioner Borowski moved to table the Resolution, seconded by Commissioner Farhy. The motion passed 4-1 with Commissioner Mulroney against and Commissioners Larkin and Enderle absent.

*2j. Resolution #2020-79 - Approving the Property and Casualty Insurance Binder for Property, General Liability, Automobile, Police Professional Liability, Public Officials Liability, Employment Practices Liability, Umbrella Liability, and Cyber Liability Insurance Coverage Beginning August 1, 2020 through July 31, 2021 in the Amount of \$383,844.*

There was discussion amongst Commissioners and Staff. Commissioner Mulroney moved to approve the Resolution, seconded by Commissioner Farhy. The motion passed 5-0 with Commissioners Larkin and Enderle absent.

- 3. *Recognition of Steve McNelis, Public Works Director, for his 30+ years of service to Radnor Township*



The Recognition of Steve McNelis is postponed to the September 14, 2020 Board of Commissioners Meeting

4. Committee Reports

A. *Resolution #2020-86 - Waiver Request: Janiczek Homes, 427 East Lancaster Avenue, Drive Isle Width*

Mark Janiczek presented information on the retaining wall which was installed incorrectly. There was discussion amongst Commissioners and Staff. Commissioner Mulroney moved to approve the Resolution, seconded by Commissioner Borowski. The motion failed 5-0 with Commissioners Larkin and Enderle absent.

B. *Resolution # 2020-89 Board Acceptance of 2019 Audited Financial Statements & Independent Auditor Report*

Bill White thanked Bob Tate and Amy Lacey for their leadership on the project. Bob Tate introduce Ed Caine of CARFAC and Tim Mirra and Deborah Bacon of Zelenkofske Axelrod LLC. Mr. Caine, Mr. Mirra, and Debbie Bacon spoke on the 2019 Audited Financial Statements & Independent Auditor Report. There was discussion amongst Commissioners and Staff. Commissioner Borowski called the vote to approve the Resolution. The Resolution was approved with a vote of 5-0, with Commissioners Larkin and Enderle absent.

C. *Shade Tree Commission Fall Tree Planting Program: Requesting Authorization for Receiving Bids*

There was discussion amongst Commissioners, and Staff. Commissioner Borowski moved to approve the Authorization for Receiving Bids, seconded by Commissioner Farhy. The motion passed 5-0 with Commissioners Larkin and Enderle absent.

D. *Resolution #2020-82 - Authorizing the Award of the Design Contract for the Stream bank Stabilization at 210 Gulph Creek Road to Carroll Engineering in the amount of \$12,543, funded by the Stormwater Fund.*

There was discussion amongst Commissioners, and Staff. Commissioner Farhy moved to approve the Resolution, seconded by Commissioner Mulroney. The motion passed 5-0 with Commissioners Larkin and Enderle absent.

E. *Board Authorization for the Emergency Short Term ~~Ham~~-Valley Creek Stream Bank Stabilization at 790 Robinhood Road*

There was discussion amongst Commissioners and Staff. Commissioner Borowski moved to approve short term emergency temporary work for stream bank stabilization at 790 Robinhood Road for \$160,000, which could increase with additional authorization, seconded by Commissioner Farhy. The motion passed 5-0 with Commissioners Larkin and Enderle absent.

Commissioner Borowski moved to approve, not to exceed \$145,000, for design work and permitting for a permanent solution for the Stream Bank Stabilization at 790 Robinhood Road, seconded by Commissioner Farhy. After further discussion Commissioner Farhy moved to table the authorization of the design work for the permanent solution for the Stream Bank Stabilization

seconded by Commissioner Booker. The motion to table passed 3-2 with Commissioners Borowski and Mulroney against and Commissioners Larkin and Enderle absent.

Commissioner Borowski asked that an Executive Session be scheduled as soon as possible to discuss the issue.

*F. Ordinance #2020-16 (Introduction) Prohibiting the Making of Unnecessary and Excessive Construction Noise During Certain Hours*

Commissioner Borowski moved to approve the introduction of the Ordinance as amended, seconded by Commissioner Farhy.

Commissioner Borowski moved to amend the Ordinance changed in the hours to 7pm to 7 am, seconded by Commissioner Farhy. The motion to amend the Ordinance passed 4-1 with Commissioner Booker against and Commissioners Larkin and Enderle absent.

There was discussion amongst Commissioners and Staff. The motion to approve the introduction of the Ordinance as amended passed 3-2 with Commissioners Booker and Abel against and Commissioners Larkin and Enderle absent.

Public Comment

Barron Gemmer – Spoke on Ordinance language and has a problem with allowing work on Sundays and holidays.

*G. Stormwater/Sanitary Sewer Project Funding and Possible Advanced Refunding of GOB Series 2012*

*a. Resolution #2020-90 – Authorizing the Township Manager to Engage PFM to Provide Financial Advisory Services for the Township’s Proposed Bond Issue for New Money for Stormwater Capital Improvements and/or Advanced Refunding of GOB Series 2012*

There was discussion amongst Commissioners and Staff. Commissioner Farhy moved to approve Authorizing the Township Manager to Engage PFM to Provide Financial Advisory Services for Advanced Refunding of GOB Series 2012, seconded by Commissioner Booker. The motion passed 5-0 with Commissioners Larkin and Enderle absent.

*b. Resolution #2020-91 – Authorizing the Township Manager to Engage Cozen O’Conner as Bond Counsel for the Township’s Proposed Bond Issue for New Money for Stormwater Capital Improvements and/or Advanced Refunding of GOB Series 2012*

There was discussion amongst Commissioners and Staff. Commissioner Booker moved to approve Authorizing the Township Manager to Engage Cozen O’Conner as Bond Counsel for Advanced Refunding of GOB Series 2012, seconded by Commissioner Mulroney. The motion passed 4-0 with Commissioner Able off the dais and Commissioners Larkin and Enderle absent.

*H. Resolution #2020-92 – Encouraging All Citizens to Wear Face Masks to Prevent the Spread of COVID-19*

There was discussion amongst Commissioners and Staff. Commissioner Farhy moved to approve Resolution 2020-92, seconded by Commissioner Mulroney. The motion passed 3-2 with Commissioners Booker and Abel against and Commissioners Larkin and Enderle absent.

Public Comment

Sara Pilling – Stated if Children are going to wear masks then all should wear masks. She said she is 83 years of age and has no desire to die of COVID19 and that the Township should support the Universities and Schools.

5. Reports of Standing Committees of the Board

None

6. New Business

None

7. Old Business

a. 108 W. Wayne Avenue

Applicant has asked to be pulled from Agenda.

8. Public Participation.

Barron Gemmer – Stated that neighbors are not getting any notice when applicants come before the Board of Commissioners.

*There being no further business, the meeting adjourned on a motion duly made and seconded.  
Respectfully submitted.*

*Peggy Hagan*

**TOWNSHIP OF RADNOR**  
**Minutes of the Special Meeting of August 17, 2020**

*The Radnor Township Board of Commissioners met at approximately 6:30 PM Via Zoom*

**Commissioners Present**

*Jack Larkin, President    Lisa Borowski, Vice President    Sean Farhy    Moira Mulroney*

**Also Present:** *John Rice, Township Solicitor; William White, Township Manager, Steve Norcini, PE, Township Engineer; Roger Philips, Engineer, Peggy Hagan, Executive Assistant to the Township Manager.*

**Not Present:** *Jake Abel, Richard Booker, Damien Enderle*

*President Larkin called the meeting to order and led the assembly in the Pledge of Allegiance*

1.     *Public Participation*

Josh Goodman – Spoke on Commissioner Farhy’s letter to Father Peter, president of Villanova University. Mr. Goodman believes it to be inappropriate.

Luisa Ramondo – She can’t see the meeting on YouTube.

2.     *Resolution #2020-93 - Engage Gannett Fleming for Emergency Valley Creek Stream Bank Stabilization Design and Permitting at 790 Robinhood Road, for the not to exceed price of \$145,000*

There was discussion amongst Commissioners and Staff. Commissioner Larkin moved to approve the resolution, seconded by Commissioner Borowski. Motion passed 4-0 with Commissioners Abel, Booker, Enderle absent.

3.     *Public Participation*

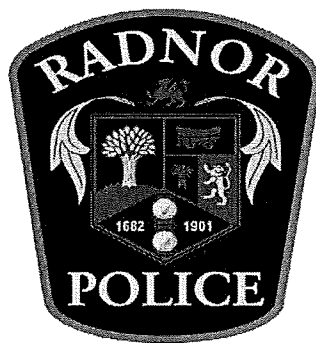
Luisa Ramondo – Owner of 790 Robinhood Road, thanked the Board for approving the temporary project and stressed that they are much more than residents, they are a family of Radnor Township. The family was heartbroken to hear the Board discuss condemning their home and offering a buyout. Mrs. Ramondo also spoke on the timeline and conversations relating to the stormwater issue and asked the Board to rectify a problem that was created with the previous Robinhood Rd/Valley Culvert Project.

*There being no further business, the meeting adjourned on a motion duly made and seconded. Respectfully submitted.*

*Peggy Hagan*

# **RADNOR TOWNSHIP POLICE DEPARTMENT**

## **Monthly Report**



**September 2020**

**Christopher B. Flanagan  
Police Superintendent**

Calls for Service - by Keyword

RADNOR TOWNSHIP

Incidents Reported Between 08/01/2020 and 08/31/2020



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
3501	DISTURBANCE-COMPLAINT OF NOISE,MUSIC,ETC	20			
3520	DOMESTIC PROBLEM (NO ARREST)	15			
3650	PECO-ENEGY NOTIFICATION/POWER OUTAGES	3	4		
4000	JUVENILE PROBLEMS (NO ARREST)	4	1		
4301	MENTAL HEALTH-ALL OTHERS	3	1		
4500	OPEN DOORS/WINDOWS	2			
4600	ORDINANCE VIOL.-EXCEPT BURNING/SOLICIT	7	1		
4650	POLICE INFORMATION	71			
4660	911 HANG UP CALL	25			
4700	ADDED PATROL-REQUEST FOR	132	3		
4701	ADDED PATROL - BUSINESS CHECKS	133			
4702	ADDED PATROL - SCHOOL CHECKS	33			
4801	SOLICITING-COMPLAINTS	2			
4900	SUSPICIOUS PERSON	10			
4901	SUSPICIOUS CIRCUMSTANCE	25	1		
4902	SUSPICIOUS VEHICLES	16	1		
5000	TELEPHONE CALLS-HARASSING/SUSPICIOUS	1	1		
5100	TRAFFIC SIGNALS-DAMAGED/NEED REPAIR	2			
5200	TRAFFIC HAZARD-POTHOLES/OBSTRUCTIONS/ICE	1			
5300	TREES DOWN AND/OR BLOCKING ROADWAY,ETC	6	1		
5400	VEHICLES-ABANDONED	4			
5401	VEHICLES-ASSIST MOTORIST(INCL LOCKOUTS)	19			
5402	VEHICLES-DISABLED	20			
5403	VEHICLES-MV VIOLATIONS & MVV COMPLAINTS	33	2		
5404	VEHICLES-PARKING COMPLAINTS	11			
5405	VEHICLES-TOWED	8			
5406	VEHICLES-REGISTRATION/LOST OR STOLEN	2			
5501	WIRES DOWN - NO HAZARD	7			
5600	WARRANT-ARREST (ISSUED OUTSIDE RADNOR)	0	2		
6001	ACCIDENT - WITH INJURIES	6			
6003	ACCIDENT - NON REPORTABLE	25			
6005	ACCIDENT - NO REPORT DONE	6			
6007	ACCIDENT - BRIDGE STRIKE	2			
8001	BURG/HOLDUP/PANIC ALARM - NO CITATION	94			
8003	FIRE/MEDICAL ALARM - NO CITATION	53			
8004	ANY ALARM- SEVERE WEATHER- NO CITATION	15			
9001	ANIMALS-RABID/SICK	1			
9003	ANIMALS-BITES	1			
9005	ANIMALS - ALL INVOLVING DEER	2			
9038	K-9 ASSIST	0	2		1
9039	K-9 ASSIST OTHER LAW ENFORCEMENT	2			
9050	ASSIST SICK/INJURED	108	1		
9051	ASSIST AMBULANCE	4			
9052	ASSIST OTHER POLICE DEPARTMENT	3			
9966	SELECTIVE ENFORCEMENT-CITATION ISSUED	35			
9968	SELECTIVE ENFORCEMENT-WARNING ISSUED	39			
9970	SELECTIVE ENFORCEMENT-NO ISSUANCE	32			1
9972	MOTOR OFFICER ACTIVITY	0	12		1
9990	ELECTRONIC ASSISTANCE	0	1		
		<u>1,043</u>			

**ACCIDENT**

3200	CHECK ON WELFARE	6			
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Calls for Service - by Keyword

RADNOR TOWNSHIP

Incidents Reported Between 08/01/2020 and 08/31/2020



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
<b>ADMIN</b>					
9000	ANIMALS - DOG COMPLAINTS	2			
9002	ANIMALS - ALL OTHER	4			
9055	ASSIST SICK/INJURED ALCOHOL/DRUG RELATED	6			
		<u>12</u>			
<b>ALL ORDINA</b>					
2830	TWP ORD-ALL OTHER	0	1		
<b>ALL OTHER</b>					
2624	ALL OTHER OFFENSES - FALSE POLICE REPORT	1			
2640	ALL OTHER ORDINANCE VIOLATIONS	6			
2660	TRESPASSING OF REAL PROPERTY	1			
		<u>8</u>			
<b>ANIMAL</b>					
5502	ANIMAL COMPLAINTS - BARKING DOGS	3			
5506	ANIMAL COMPLAINTS - STRAY ANIMALS	5			
5510	ANIMAL COMPLAINTS - OTHER	13			
		<u>21</u>			
<b>ASSAULT</b>					
0810	SIMPLE PHYSICAL ASSAULTS	1			
<b>ASSIST</b>					
7502	ASSIST OTHER AGENCIES - FIRE DEPT.	8			
7504	ASSIST OTHER AGENCIES - OTHER POLICE	3			
		<u>11</u>			
<b>BURGLARY</b>					
0531	ATTEMPT FORCIBLE ENTRY-RESIDENCE-NIGHT	1			
<b>CIVIL</b>					
3300	CIVIL DISPUTES	7			
<b>COMPLAINT</b>					
8590	CITIZEN COMPLAINT REPORT	1			
<b>CONTACT</b>					
4016	NON-CRIMINAL - PEDESTRIAN CONTACTS	3			
<b>CRIM MISCH</b>					
1410	CRIMINAL MISCHIEF TO AUTOMOBILES	3			
1440	CRIMINAL MISCHIEF - ALL OTHER	4	1		
1490	CRIMINAL MISCHIEF - REPORTS	5			
		<u>12</u>			
<b>DISORDERLY</b>					
2400	DISORDERLY CONDUCT	1		1	
2410	HARASSMENT BY COMMUNICATION	1			

Calls for Service - by Keyword

RADNOR TOWNSHIP

Incidents Reported Between 08/01/2020 and 08/31/2020



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
<b>DISORDERLY</b>					
2440	DISORDERLY CONDUCT-DISTURBING THE PEACE	5			
2450	HARASSMENT	2			
		<u>9</u>			
<b>DISTURBANC</b>					
3610	DISTURBANCES-JUVENILE	1			
3620	DISTURBANCES-OTHER (FIGHTS,DISPUTES,ETC)	8			
		<u>9</u>			
<b>DOA</b>					
3320	DOA	3			
<b>DRUG</b>					
1812	NARCOTICS-SALE-MARIJUANA, HASHISH, ETC.	1			
1831	NARCOTICS-POSSESSION-MORPHINE,HEROIN,ETC	1			1
1832	NARCOTICS-POSSESSION-MARIJUANA,ETC.	2	3		
1890	NARCOTICS - REPORTS	3	1		
		<u>7</u>			
<b>DUI</b>					
2110	DRIVING UNDER THE INFLUENCE-LIQUOR/DRUGS	1			
2121	DRIVE UNDER INFLUENCE - DRUGS	1			
		<u>2</u>			
<b>EASTTOWN</b>					
9044	ASSIST EASTTOWN PD	1			
<b>FIRE</b>					
3700	FIRE - RESIDENTIAL	1			
3703	FIRE-ALL OTHERS	1			
3706	FIRE - LEAVES, BRUSH, ETC.	1			
3840	FIRES (INCLUDING ALARMS-FOUNDED/UNFOUND)	5			
		<u>8</u>			
<b>FRAUD</b>					
1100	FRAUD	3			
1130	FRAUD - ALL OTHERS (FLIM-FLAM, ETC.)	3			
1150	FRAUD - CREDIT CARDS	4	1		
1190	FRAUD-ALL OTHER(FLIM FLAM,CONFIDENCE	1			
1191	FRAUD - REPORTS	9	1		
		<u>20</u>			
<b>LIQUOR</b>					
2211	LIQUOR LAW-UNDERAGE-PURCH,CONSMP,POSSES	9			
2230	LIQUOR LAW-ALL OTHER VIOLATIONS	1			
2231	LIQUOR LAWS - POSSESSION - ADULT	0	1		
		<u>10</u>			
<b>LMPD</b>					
9040	ASSIST LOWER MERION PD	1			
<b>LOST/FOUND</b>					
5002	LOST & FOUND - FOUND ANIMAL	2			



# Calls for Service - by Keyword

RADNOR TOWNSHIP

Incidents Reported Between 08/01/2020 and 08/31/2020



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
<b>LOST/FOUND</b>					
5004	LOST & FOUND - FOUND ARTICLES	5			
5006	LOST & FOUND - LOST ANIMAL	2			
5008	LOST & FOUND - LOST ARTICLES	2			
		11			
<b>MV ACCIDEN</b>					
6002	ACCIDENT - NO INJURIES (REPORTABLE)	3			
6004	ACCIDENT - HIT & RUN	4			
		7			
<b>N-TRAF CIT</b>					
CITN	NON-TRAFFIC CITATION	60			
<b>OTHER</b>					
4018	NON-CRIMINAL-ST. LIGHT OUT, ST. REPAIRS.	5			
4024	NON-CRIMINAL - WATER LEAKS,MAINS, ETC.	1			
		6			
<b>PROPERTY</b>					
2910	LOST/MISSING PROPERTY	1			
<b>PSP</b>					
9047	ASSIST PSP	1			
<b>PUBL DRUNK</b>					
2300	PUBLIC DRUNKENESS	4	1		1
<b>RECOV PROP</b>					
3000	LOST/RECOVERED PROPERTY	1			
<b>RUNAWAY</b>					
2912	RUNAWAY-INCORRIGIBLE-FEMALE (JUVENILE)	1			
<b>SERVICE</b>					
7002	NOTIFICATION - COMMUNITY DEVELOPMENT	1			
7006	NOTIFICATION - HIGHWAY DEPT.	1	1		
7008	NOTIFICATION - SEWER DEPT.	1			
7012	NOTIFICATION - HEALTH DEPT.	0	1		
7014	PUBLIC SERVICE - OTHERS (OFFICER ASSIST)	4			
7090	PUBLIC SERVICES - REPORTS	1			
		8			
<b>SUICIDE</b>					
4300	MENTAL HEALTH-EMERG.302/SUICIDE ATTEMPTS	1			
<b>SUSPICIOUS</b>					
3500	DISTURBANCE - DISORDERLY PERSONS	3			
<b>SVC CALL</b>					

**Calls for Service - by Keyword**

**RADNOR TOWNSHIP**

**Incidents Reported Between 08/01/2020 and 08/31/2020**



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
<b>SVC CALL</b>					
3810	SERVICE CALL-ALARMS-UNFOUNDED-EXCPT FIRE	2			
3850	HAZARDOUS CONDITIONS	15	2		
3880	OPEN DOORS/WINDOWS - DISCOVERED	2	1		
3900	GAS LEAKS (NATURAL GAS)	2			
		<u>21</u>			
<b>THEFT</b>					
0616	THEFT-\$200 & OVER-BICYCLES	1			
0617	THEFT-\$200 & OVER-FROM BUILDINGS	2			
0619	THEFT-\$200 & OVER-ALL OTHER	2			
0624	THEFT-\$50 TO \$200-FROM AUTO (EXCPT 0625)	2			
0629	THEFT-\$50 TO \$200-ALL OTHER	1			
0633	THEFT-UNDER \$50-RETAIL THEFT	1			
0634	THEFT-UNDER \$50-FROM AUTO (EXCEPT 0635)	2			
0639	THEFT-UNDER \$50-ALL OTHER	1			
0643	THEFT-ATTEMPTED-RETAIL THEFT	1			
0644	THEFT-ATTEMPTED-FROM AUTO (EXCEPT 0645)	1			
0690	THEFT - REPORTS	5			
		<u>19</u>			
<b>TRAF CIT</b>					
CITT	TRAFFIC CITATION	4			
<b>TRAFFIC</b>					
6606	TRAFFIC RELATED - DIRECT TRAFFIC	2			
6612	TRAFFIC RELATED - SIGNALS-SIGNS OUT	10			
6690	TRAFFIC RELATED SERVICES - REPORTS	1			
		<u>13</u>			
<b>TREDYFFRIN</b>					
9045	ASSIST TREDYFFRIN PD	2			
<b>VILLANOVA</b>					
4651	REFERRED TO VILLANOVA PD	17			
<b>VUPD</b>					
9049	ASSIST VUPD	1			
<b>WARRANT</b>					
8010	WARRANTS - LOCAL - CRIMINAL	1			
		<b>Total Calls</b>	<u><b>1,378</b></u>		



## SEPTEMBER

<u>Description</u>	<u>Primary Count</u>
<b><u>Parking Tickets</u></b>	
Month of August 2020	79
January – August	3,182
<b><u>Residential and Commercial False Alarm Violations</u></b>	
Month of August 2020	102
January – August	440
<b><u>Moving Violations</u></b>	
Month of August 2020	292
January – August	2,427
<b><u>Radnor Police Training – August 2020</u></b>	
No police training for the month of August	

## CRIME ALERTS

August 2020

On Saturday, 8/1/2020 , at approximately 11:45 AM the victim had their wallet stolen while they were shopping at the Giant Supermarket located at 550 E. Lancaster Av. The stolen credit cards that were contained in the wallet were used to purchase several "gift cards" at the Rite Aid store in Wayne. The actor purchasing the cards and is seen on video surveillance, is described as a short, black female. She was observed entering a vehicle being operated by a black male. If anyone may have seen anything at this time, they are asked to call the Radnor Police at 911.

During the overnight hours from Saturday 8/1/2020 to Sunday 8/2/2020, several vehicles parked in the parking lots of the La Maison Apartments, were entered and had items stolen from inside of them. All of the vehicles showed no signs of forced entry and appear to have been left unsecured. If anyone may have seen anything or were the victim of a similar type of crime, they are asked to call the Radnor Police at 911.

On Tuesday, 8/4/2020, while parked in the parking lot of 500 E. Lancaster Av., the victim discovered the front license of her vehicle missing. Only the front license plate was taken, the rear plate was left on the car. If anyone may have seen anything or was the victim of a similar type of crime, they are asked to call the Radnor Police at 911.

On Wednesday, 8/12/2020 at approximately 9:30 AM a package was stolen from a residence in the 900 block of Glenbrook Av. Video from security footage shows a white male in his 20's or 30's with brown hair wearing a white T-shirt and flip flops walking down the driveway of the residence at the time of the theft. If anyone may have seen anything at this time or may have been the victim of a similar theft, they are asked to call the Radnor Police at 911.

The Radnor Township Police Department has issued a crime alert in regards to criminal mischief that was reported on August 14th. The victim reports their vehicle had been damages sometime in the past three days to include both side mirrors and the windshield. Please call 9-1-1 with any information about this incident or when reporting any suspicious activities.

The Radnor Township Police Department has issued a crime alert in regards to a that was reported on August 15th. The victim reports a piece of landscaping stone was stolen from a yard in the 100 block of Francis Ave. Please call 9-1-1 with any information about this incident or when reporting any suspicious activities.

The Radnor Township Police Department has issued a crime alert in regards to an attempted burglary that was reported on August 16th. A caller reported see two males walking around a vacant property in the 700 block of Roberts Rd. The males left in a red jeep when confronted. Police determined the subjects appeared to have attempted to gain access to the property due to damage that was located on the structure. Please call 9-1-1 with any information about this incident or when reporting any suspicious activities.

A home owner in the 300 block of Roberts Rd. reports the theft of a home address sign from the front of their property. Home owner advises this is the second time this type of sign was stolen from the property. If any one may have seen anything or was the victim of a similar type of crime, they are asked to call the Radnor Police at 911.

On Friday, 8/21/2020 at approximately 8 PM a package was delivered to Owens Lane. When the resident retrieved the package it was found to have been opened and items removed from inside of it. The items taken contained various pieces of personal information. If anyone may have seen anything or was the victim of a similar type of crime, they are asked to call the Radnor Police at 911.

In the 900 block of Countyline Rd., the owner of a 2000 Dodge Ram van reports the rear, driver side window was broken sometime between 8/17/2020 and 8/23/2020. The owner reports that nothing was stolen from inside of the van. If anyone may have seen anything or was the victim of a similar type of crime, they are asked to call the Radnor Police at 911.

On Monday, 8/24/2020 between 8:30 PM and 10:30 PM a bicycle that was left at the end of a driveway in the 400 block of Boxwood Rd. was stolen. The bicycle is blue in color with green letters. It also has a light mounted on the front of it. If anyone may have seen anything at this time or was the victim of a similar type of crime, they are asked to call the Radnor Police at 911.

***The Radnor Police respects citizens' privacy, civil rights, and civil liberties by emphasizing behavior, rather than appearance, in identifying suspicious activity. Factors such as race, ethnicity, and/or religious affiliation are not suspicious. The public should only report suspicious behavior and situations (e.g., an unattended backpack or package, or someone breaking into a vehicle or restricted area). Moreover, any physical descriptions are based on victim and witness statements provided to the Radnor Police at the time the incident was reported or developed through investigation.***

Chief,

Please see the attached spreadsheet which shows the call volume from August 4<sup>th</sup>'s tropical storm. It notes we responded to 106 calls from 0742 hrs. to 1646 hrs. and conducted, in conjunction with RFC, 10 water rescues.

Respectfully,

**Sgt. Christopher A. Gluck #301**  
**Radnor Township Police Department**  
**Patrol Division/Emergency Management Coordinator**  
**301 Iven Avenue**  
**Wayne, PA 19087**  
**610-688-5606 X 260**  
**610-688-6579 FAX**



	A	B	C	D
	Location	Hazard	Call time	Who was notified (PennDot, PW, HWY)
1				
2	301 Iven Ave.	Flooding	0742 hrs.	PW
3	S Wyane Ave	Flooding	0744 hrs.	PW
4	Lancaster & Airdale	Flooding	0746 hrs.	PW
5	Conestoga & Lowrys	Flooding	0754 hrs.	PW
6	Conestoga & Locust Grove	Flooding - rocks in roadway	0754 hrs.	Septa
7	480 Bryn Mawr Ave.	Flooding	0755 hrs.	
8	S Ithan & Aldwyn	Flooding	0756 hrs.	
9	S Itahn & Wylhaven	Flooding	0800 hrs.	
10	Lancaster & Banbury	Flooding	0805 hrs.	
11	321 Strathmore	Driveway Flooding	0830 hrs.	
12	Bryn Mawr & S Hunt	Flooding	0856 hrs.	
13	S Springmill & Woodstone	Tree Down w/ wires	1012 hrs.	
14	Sproul between Chandler and the entrance to the Conestoga Swim Club	Tree Down	1026 hrs.	
15	Conestoga & Petrie Ave	Water Rescue	1035 hrs.	
16	Lancaster Ave. Eastbound between 476 & Radnor Chester Rd	Flooding	1040 hrs.	
17	515 Brookside Rd	Flooding	1045 hrs.	
18	789 E Lancaster Ave.	Flooding 2 Disabled Vehicles (3 Water Rescues)	1051 hrs.	
19	Conestoga Rd & Trail Overpass	Flooding w/ disabled vehicle	1051 hrs.	
20	Lancaster between 476 & Spring Mill	Flooding - request barricades	1056 hrs.	PW
21	Mill & Bryn Mawr Ave	Flooding w/ Water Rescue	1103 hrs.	
22	Roberts & Robinhood	Road Buckling	1106 hrs.	PW
23	131 Gallagher	Flooding	1107 hrs.	
24	Roberts & Cornell	Flooding	1112 hrs.	
25	Lancaster Westbound at RHS	Flooding w/ disabled vehicle	1112 hrs.	
26	N Wayne & Eagle	Flooding	1124 hrs.	
27	County Line & Bryn Mawr	Traffic Signal out - needs generator	1126 hrs.	PW
28	Sproul & Conestoga	Flooding	1127 hrs.	
29	Bryn Mawr & Sproul	Water Rescue	1129 hrs.	
30	S Devon near Donna Ln	Water Rescue	1131 hrs.	
31	100 W Lancaster Ave.	Flooding	1133 hrs.	
32	S Wayne & Runnymede	Water Rescue	1135 hrs.	
33	Glenwood & Bryn Mawr	Flooding	1140 hrs.	
34	Mill & Bryn Mawr Ave	Water Rescue	1142 hrs.	
35	480 Bryn Mawr Ave.	Flooding & Sinkhole	1153 hrs.	PW
36	S Devon & Clover	Flooding w/ disabled vehicle	1154 hrs.	
37	Maplewood & Valley Forge	Road debris	1200 hrs.	PW
38	Roberts & Robinhood	Flooding	1202 hrs.	
39	Sproul & Skunk Hollow	Flooding	1205 hrs.	
40	Godfrey & Sproul	Traffic Signal out	1208 hrs.	
41	637 Sproul	Wires Down	1213 hrs.	PECO
42	Conestoga & the Conestoga Swim Club	Water Rescue	1216 hrs.	
43	Godfrey & Sproul	Disabled Vehicle	1218 hrs.	Sadlier's
44	775 Darby Paoli	Disabled Vehicle	1225 hrs.	Sadlier's
45	480 Bryn Mawr Ave.	Sinkhole	1230 hrs.	PennDot
46	Eagle & Paul	Wires down on vehicle	1234 hrs.	
47	280 Iven	Wires Down	1240 hrs.	PECO
48	Hunt & Galer	Water Rescue	1245 hrs.	
49	S Devon between Gallagher & Filipone Park	Flooding - Needs Barricades	1245 hrs.	PW
50	Mill & Southwinds	Disabled Vehicle	1245 hrs.	Sadlier's
51	Bryn Mawr & Sproul	Disabled Vehicle	1245 hrs.	Sadlier's
52	Radnor Chester & Conestoga	Traffic Signal out - Generator placed	1248 hrs.	PW
53	Conestoga & Iven	2 Disabled vehicle w/ flooding	1250 hrs.	
54	Darby Paoli & Goshen	Water Rescue	1252 hrs.	
55	S Devon & Devonwood	Flooding	1252 hrs.	
56	Eagle & KOP	Road Buckling & Sinkhole	1252 hrs.	PennDot
57	Conestoga @ Septa P&W	2 Disabled vehicles	1300 hrs.	
58	Mill & Southwinds	Disabled Vehicle	1300 hrs.	
59	Sproul & Bryn Mawr	Disabled Vehicle	1300 hrs.	
60	Radnor Chester & Conestoga	Traffic Signal Down	1310 hrs.	PW
61	Conestoga & Iven	Wires Down	1310 hrs.	PECO
62	Darby Paoli & Goshen	Water Rescue	1310 hrs.	
63	S Devon & Devonwood	Flooding	1315 hrs.	
64	Eagle & KOP	Road buckling	1315 hrs.	PennDot
65	801 Godfrey Rd	Tree Down	1316 hrs.	PW
66	Cowan Field	Dog swept away in flooding	1316 hrs.	
67	Darby Paoli between Newtown & Abrahams	Tree Down	1320 hrs.	PW
68	Darby Paoli & Goshen	Water Rescue	1320 hrs.	
69	Maplewood & Valley Forge	Tree Down	1322 hrs.	PW
70	S Wayne & Lancaster	Traffic Signal on flash	1322 hrs.	
71	Ithan Creek & Radnor Chester	Tree Down blocking roadway	1325 hrs.	
72	N Wayne & Eagle	Flooding - needs caution tape	1325 hrs.	PW
73	Conestoga & S Devon	Flooding	1325 hrs.	
74	St Davids & Lancaster	Traffic Signal out	1325 hrs.	
75	W Wayne at underpass	Disabled Vehicle	1325 hrs.	Sadlier's
76	S Wayne & Runnymede	Disabled Vehicle (private tow)	1327 hrs.	
77	480 Bryn Mawr Ave.	Disabled Vehicle	1329 hrs.	
78	Rawles Run	Tree Down	1329 hrs.	PW
79	N Wayne & Eagle	Flooding	1330 hrs.	
80	Conestoga & Radnor Chester	Preemption Device out of service	1330 hrs.	All Fire Depts.
81	Conestoga & Locust Grove	Tree Down	1330 hrs.	
82	322 Bailey Rd	Tree Down	1333 hrs.	PW
83	Chamounix & St Davids	Traffic Signal out	1333 hrs.	
84	547 St Davids Rd.	Tree Down	1335 hrs.	PW
85	361 Yorkshire	Tree Down	1336 hrs.	PW
86	Sproul & Chandler	Tow needed	1338 hrs.	
87	490 Wylhaven	Tree on house	1338 hrs.	Codes
88	Maplewood & S Valley Forge	Wires down	1340 hrs.	PW
89	N Wayne & Poplar	Traffic Signal Down	1358 hrs.	PW
90	N Wayne & West	Traffic Signal on flash	1358 hrs.	PW
91	Chaumont	Wires Down	1358 hrs.	PECO
92	121 Hillside	Tree Down w/ wires	1425 hrs.	PW
93	819 Brooke Rd	Tree Down	1425 hrs.	PennDot
94	237 Atlee	Trees & wires	1425 hrs.	
95	Sadlier's Towing reports picking up vehicles 480 Bryn Mawr, Sacred Heart, Conestoga Swim Club, S Wayne & Runnymede		1430 hrs.	
96	502 Shadeland	Tree Down	1445 hrs.	PW
97	509 Oak Grove	Tree Down	1450 hrs.	PW
98	Bryn Mawr @ 476 overpass	Tree in lane of traffic	1455 hrs.	PW
99	S Itahn & Aldwyn	Tree & Wires	1505 hrs.	PECO
100	377 Wylhaven	Tree & Wires	1505 hrs.	PECO



	A	B	C	D
101	669 Conestoga **TWP will bill later for removal**	Large Tree leaning into the roadway	1505 hrs.	PW
102	Roberts btween Mill & Dawn	Tree Down	1515 hrs.	PW
103	1 Earles Ln	Tree Down	1531 hrs.	PA
104	Church Rd @ Chanticleer	Tree Down	1535 hrs.	PW & PennDot
105	767 S Ithan Ave.	Tree & Wires	1619 hrs.	PECO
106	2 Browns Ln.	Wires	1642 hrs.	PECO
107	Portledge @ Roberts	Trees & wires	1646 hrs.	PECO




**RADNOR TOWNSHIP POLICE DEPARTMENT**

**THANK YOU LETTERS**



Joseph Stimac  recommends Radnor Township Police Department. 

12h · 

Knowledgeable and respectful Officers. A lady called the police on me while walking my baby down "her street." Officer came out and respectfully and knowledgeably informed the lady that it was ok. A supervisor even called me to follow up. These Officers should literally be training other departments. Great job!

**Brady McHale #123**

*Radnor Township Police Department*

*610.668.5606 ext. 242*

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August 13, 2020

Dear Superintendent Flanagan,  
Hello, I am writing this brief letter to inform you how grateful I am that Officer Stephanie Racht (Badge # 122) is part of the Radnor Police Department. Officer Racht is a great listener. She listened to me and understood how I felt about the incident that greatly affected me. She went at great lengths to support me and by doing this showed her compassion for me and her job not only as a police officer but also as a person who cares about the community she serves.

Her integrity for her job along with her great communication, problem-solving and interpersonal skills should be a model for

All police officers in America  
to follow. She made me feel  
comfortable and confident that she  
was well-equipped to handle the  
problem and it would be solved.  
Officer Racht not only helped to  
solve the problem she helped me  
to get through a very difficult  
time and for this I want to  
thank her and let you know  
that Officer Racht is a valuable  
asset to the Radnor Township  
Police Department and to the  
surrounding community.

Thank you,

Ms. Goode

August 28, 2020

Radnor Police,

I appreciate all that you do  
keep our community safe!

enjoy —

ELIZABETH COCHRAN

254 CONESTOGA ROAD  
WAYNE, PA 19087

Sgt. Lunger,

I received a phone call from a gentleman by the name of, Paul Maykish ( ), who wanted to express his overall gratitude and appreciation for the way Ofc. Steph Kacht handled a multi-vehicle accident involving his elderly father yesterday. He could not say enough nice things about Ofc. Ract and her handling of the situation.

Please extend to her a appreciation of another job well done.

Thanks.

Lieutenant Joseph W. Pinto  
Radnor Township Police Department  
301 Iven Avenue  
Wayne, PA 19087  
610-688-5606 ext 104  
[jpinto@radnor.org](mailto:jpinto@radnor.org)

Detective James Metzler,

Thank you and your team efforts  
in returning my state. I  
Really appreciate all you  
have done.

Thank you,  
Liz MARATEA



*p e a c e + l o v e*

THE KRIDERS | ANDY, LEAH, OLIVIA, AVERY & LEVIN

☺ Christmas in August?! ☺



Dear Radnor Police Department,

We just wanted to let each and everyone of you know how much we deeply appreciate what you do for our community! Words can't express how grateful we are for your service & dedication! You do so much for our community each & everyday and I can imagine it is a bit of thankless job at times... especially now.

We are thankful! We are grateful! We support you 100%!  
Thank you for your leadership!  
Sincerely, The Krider Family

Gentlemen,

I don't know what else to say except "thank you." Yesterday, I saw our police all around 4th ward protecting and serving in some of the worst circumstances. I saw our guys on the trash trucks out unblocking drains and doing everything they could to help. I know they are out removing trees and dealing with major flooding which has displaced residents. I spoke to Steve Norcini, sent him photos, and he was immediately responsive to issues that now only add a ton more work to his plate.

I know how lucky I am to live in Radnor every day. Yesterday, I and my neighbors got a little bit luckier. Thank you so much for everything you and your staff are doing and have been doing.

Please stay safe.

Gratefully,  
Lisa

*Lisa A. Borowski*  
Commissioner | 4th Ward | Radnor Township

Good Afternoon, All-

Once again, we, Radnor residents, received helpful and needed news for all of us from the RTPD. I will be forwarding the message, below, to people, whom, I, personally, have known for many years, who do not receive these automatic emails from Radnor.

Superintendent Flanagan, again, thank you and your officers, so much, for everything you do, which includes protecting our lives and others' lives (and, sometimes, at the risk of your own lives!!).

Sincerely,

Michele (p.s. there is no need to respond to this email, no doubt, you have so much work that you need to do, being the police superintendent of Radnor Township)

Michele Kelly, BSN, RN  
[rononkelly@gmail.com](mailto:rononkelly@gmail.com)

**RADNOR TOWNSHIP POLICE DEPARTMENT**  
**COMMUNITY EVENTS**



Christopher B. Flanagan  
Superintendent of Police

**RADNOR TOWNSHIP POLICE  
DEPARTMENT**

301 Iven Avenue  
Wayne, Pennsylvania 19087-5297  
(610) 688-0503 □ Fax (610) 687-8852

Shawn C. Dietrich  
Lieutenant

Joseph W. Pinto  
Lieutenant

August 28, 2020

All Private, Public and Parochial Schools in Radnor Township,

As the new school year for 2020/2021 approaches, Radnor Township Police Department would like to touch base to review and make you aware of our school safety initiatives.

I am pleased to announce the Radnor Township School District has adopted the “plain language” principle for announcing any school emergency for the 2020/2021 school year. It was one of Radnor Township Police Department’s goals developed for our Active Shooter School Training in 2018. We request you review your communication and terminology for your emergency plans. This is a suggestion not a requirement. Our goal is to simplify terminology for students, public, and police officers.

Attached you will find a list of our Police officers who are specially trained to provide Active Shooter scenario-based training seminars, and hands on training such as CPR, Stop the Bleed, Safe2SaySomething training, K9 demonstration, and computer safety classes.

Should you have any questions, please do not hesitate to contact me.

In Service,

*Christopher B. Flanagan #500*

Christopher B. Flanagan, #500  
Superintendent of Police

### Command Staff

Christopher B. Flanagan - Police Superintendent

Shawn C. Dietrich - Lieutenant

Joseph W. Pinto – Lieutenant

Safe2SaySomething and Active Shooter Training

### Threat Evaluation/Assessment

Detective James Metzler, a 20-year member of the Radnor Township Police Department, has attended several threat assessment trainings including the nationally recognized School Shield Program. Since attending training in early 2018, Detective Metzler has completed comprehensive threat evaluations and assessments of numerous schools and churches throughout the township. Detective Metzler is also a certified ALERRT Active Shooter Instructor, training all Radnor officers, as well as officers from departments across the state, in active shooter response tactics and procedures. He is also a 13-year member of the Central DelCo Tactical Response Team.

Officer Ken Piree has been with the Radnor Township Police Department for 18 years and is a member of the Highway Patrol unit. Officer Piree has participated in several threat assessments at schools throughout the township and in 2019 graduated from the Federal Law Enforcement Training Center in Glynco, GA with his certificate in Building Security. Officer Piree is also a certified ALERRT Active Shooter Instructor for the department.

The Radnor Township Police Department has spent countless hours researching and developing our Active Shooter Response Program. Through our research, we have adopted the “plain language” belief. It is the belief that schools or businesses should use plain language, as opposed to speaking in “code,” when making announcements about an active situation.

### “I Love U Guys” Foundation

Radnor Township recommends the “I Love U Guys” Foundation, a program which provides guidelines for schools on how to handle an active situation including exact words to be used when making announcements. The foundation also provides postings to be placed inside every classroom giving exact instructions on what to do when a “lock down” is announced. The website provides additional resources for schools K to 12, schools of higher education, and parent notifications. Examples from the “I Love U Guys” Foundation are attached.

### CPR Instructors/Stop the Bleed Training

Officer Mark Bates

Marie Carbonara, Health Officer

Officer Michael Fischer

Sgt. Joseph Maguire

# IN AN EMERGENCY SAY IT TWICE. SAY IT TWICE.



**LOCKDOWN**



**LOCKOUT**



**EVACUATE**



**SHELTER**

<b>Standard Response Protocol – Public Address</b>	
Threat Outside	Lockout! Secure the Perimeter
Threat Inside	Lockdown! Locks, Lights, Out of Sight!
Bomb	Evacuate to (location) Shelter for Bomb!
Earthquake	Shelter for Earthquake!
Fire Inside	Evacuate to the (location)
Hazmat	Shelter for Hazmat! Seal your Rooms
Weapon	Lockdown! Locks, Lights, Out of Sight!



# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock perimeter doors  
Increase situational awareness  
Business as usual  
Take attendance



## LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## EVACUATE! TO ANNOUNCED LOCATION.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! HAZARD AND SAFETY STRATEGY.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance







Christopher B. Flanagan  
Superintendent of Police

**RADNOR TOWNSHIP POLICE  
DEPARTMENT**

301 Iven Avenue  
Wayne, Pennsylvania 19087-5297  
(610) 688-0503 □ Fax (610) 687-8852

Shawn C. Dietrich  
Lieutenant

Joseph W. Pinto  
Lieutenant

TO: All Private, Public and Parochial Schools

FROM: Superintendent Christopher B. Flanagan (CF)

RE: Updating School Contact List

DATE: August 28, 2020

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In an effort to keep you all up to date on important information in the Township, please supply us with an email address for your school's contact so that important information may be relayed in a timely fashion.

Please submit your contact email to my assistant, Vera DiMaio at [vdimaio@radnor.org](mailto:vdimaio@radnor.org).

Thank you.



**Radnor Township  
Office of Emergency Management**

To: All Private, Public, and Parochial Schools in Radnor Township,

As we welcome students and staff back to your campus and our community, the Radnor Township Office of Emergency Management would like to provide you with COVID-19 resources and contact information for our team. Our goal is to promote a safe and healthy environment in our Township.

Please remember it's important to update and review your pandemic safety guidance/protocols ensuring they are in place as students return to your campus. It is imperative your school conducts training and review of your guidance/protocols with the entirety of your staff. It is also equally critical to designate specific staff members as Pandemic Safety Officers whose responsibilities are to ensure your safety plan is being followed.

We respectfully request a point of contact for your school to reach out to our office for future coordination and ease of information sharing. Please share this information with Vera DiMaio, Executive Assistant, at [vdimaio@radnor.org](mailto:vdimaio@radnor.org). This will also allow for our office to have an up to date contact list. If you should need general COVID-19 guidance or resources, please feel free to reach out to our office.

In the event there is an exposure or positive case at your facility reach out to the appropriate State and County officials. In order to best prepare and respond to community outbreaks in Radnor Township please advise our office as well after you notify above agencies first.

For any questions, concerns, or assistance with an event do not hesitate to contact our Office of Emergency Management.

Phone: 610-688-5606 ext. 107

[emergencymanagement@radnor.org](mailto:emergencymanagement@radnor.org)

Sgt. Christopher Gluck, #301  
Radnor Township Police Department  
Emergency Management Coordinator

Marie Carbonara, RN  
Radnor Township Community Development  
Health Officer

Sources of Information:

[CDC.gov](https://www.cdc.gov/)

[Health.pa.gov](https://www.health.pa.gov/)

[PA.gov](https://www.pa.gov/)

[Delcopa.gov](https://www.delcopa.gov/)

[Radnor.com](https://www.radnor.com/)

<https://www.governor.pa.gov/plan-for-pennsylvania/>

If you have any questions, please do not hesitate to call my office.

In Service and Health,

A handwritten signature in black ink that reads "Christopher B. Flanagan #500".  
Superintendent Christopher B. Flanagan #500  
Radnor Township Police Department



**Radnor Township**  
**Office of Emergency Management**  
**Pennsylvania's Phased Reopening Plan**

**Green Phase**

**Work & Congregate Setting Restrictions**

- Telework Must Continue Where Feasible
- Businesses with In-Person Operations Must Follow Updated [Business and Building Safety Requirements](#)
- All Businesses Operating at 50% Occupancy in the Yellow Phase May Increase to 75% Occupancy, Except Where Noted for Bars and Restaurants
- Masks Are Required in Businesses
- Child Care May Open Complying with Guidance
- Congregate Care Restrictions in Place
- Prison and Hospital Restrictions Determined by Individual Facilities
- [Schools Subject to CDC](#) and Commonwealth Guidance

**Social Restrictions**

- **Indoor Gatherings of More Than 25 Prohibited; Outdoor Gatherings of More Than 250 Prohibited**
- **Masks Are Required in all Public Spaces**
- Restaurants and Bars Open at 25% Capacity for Indoor Dining
- On-premises Alcohol Consumption Prohibited Unless Part of a Meal; Cocktails-to-go and Carryout Beverages are Allowed
- Personal Care Services (including hair salons and barbershops) Open at 50% Occupancy and by Appointment Only
- Indoor Recreation and Health and Wellness Facilities (such as gyms and spas) Open at 50% Occupancy with Appointments Strongly Encouraged; Fitness Facilities Are Directed to Prioritize Outdoor Fitness Activities
- All Entertainment (such as casinos, theaters, and shopping malls) Open at 50% Occupancy
- Construction Activity May Return to Full Capacity with Continued Implementation of Protocols

**Yellow Phase**

**Work & Congregate Setting Restrictions**

- Telework Must Continue Where Feasible
- Businesses with In-Person Operations Must [Follow Business and Building Safety Orders](#)
- Masks Are Required in Businesses
- Child Care May Open Complying with Guidance
- Congregate Care and Prison Restrictions in Place
- Schools may provide in-person instruction only in accordance with [Department of Education guidance](#).

**Social Restrictions**

- Stay at Home Order Lifted for Aggressive Mitigation
- Large Gatherings of More Than 25 Prohibited
- Masks Are Required in all Public Spaces
- In-Person Retail Allowable, Curbside and Delivery Preferable
- Indoor Recreation, Health and Wellness Facilities and Personal Care Services (such as gyms, spas, hair salons, nail salons and other entities that provide massage therapy), and all Entertainment (such as casinos, theaters) Remain Closed
- Restaurants and Bars May Open Outdoor Dining, in Addition to Carry-Out and Delivery (effective 6/5/2020)

**Red Phase**

**Work & Congregate Setting Restrictions**

- Life Sustaining Businesses Only
- Masks Are Required in Businesses
- Congregate Care and Prison Restrictions in Place
- Schools (for in-person instruction) and Most Child Care Facilities Closed

**Social Restrictions**

- Stay at Home Orders in Place
- Large Gatherings Prohibited
- Masks Are Required in all Public Spaces
- Restaurants and Bars Limited to Carry-Out and Delivery Only
- Only Travel for Life-Sustaining Purposes Encouraged



# Unity In Our Community Ice Cream Social



**Sunday, August 30, 2020**  
[Rain Date: Sunday, September 6]  
**At 1:00 PM**  
**Mid-Block Highland Avenue, Wayne**



## **FREE EVENT FOR EVERYONE!**

**Radnor Township invites congregation members and neighbors to a FREE Ice Cream Truck “meet and greet” with Township Police and Township Staff!**

**This is an exciting opportunity to meet new neighbors and gather with those we already know!**



### **IMPORTANT HEALTH & SAFETY GUIDELINES FOR YOUR SAFE ATTENDANCE!**

- ✓ **Do not attend if you are feeling symptomatic**
- ✓ **Face coverings/masks must be worn at all times, as possible**
- ✓ **Practice safe social distancing of 6' or more at all times**
- ✓ **EVENT MAY BE CANCELLED due to inclement weather or enhanced restrictions imposed by state and federal agencies related to Covid-19.**

**\*Please be advised pictures/video may be taken at this event**

**Call with Questions - 610-688-5600, x 141**



**RADNOR TOWNSHIP POLICE DEPARTMENT**  
301 Iven Avenue  
Wayne, Pennsylvania 19087-5297  
(610) 688-0503 □ Fax (610) 688-1238

**Christopher B. Flanagan**  
Police Superintendent

**TO:** Radnor Township Commissioners; William M. White, Township Manager; Robert Tate, Director of Finance; Stephen F. Norcini, Township Engineer; Steve McNelis, Public Works Director; Tammy Cohen, Director of Recreation and Community Programming; Kevin W. Kochanski, Director of Community Development; Bill Cassidy, Field Leader; Lt. Shawn Dietrich; Lt. Joseph Pinto; Sgt. Mark Stiansen, Officer Alex Janoski; Officer Pat Lacey, Officer Ken Piree, Highway Patrol Unit; William Gallagher, Supervisor of Parking; Amy Kaminski, Traffic Engineer for Gilmore and Associates; Vera DiMaio, Executive Assistant

**FR:** Christopher B. Flanagan

**RE: STAFF TRAFFIC COMMITTEE MEETING HELD IN THE POLICE ROLL CALL ROOM, WEDNESDAY, AUGUST 19, 2020 AT 10:00 AM.**

**NEW BUSINESS**

1. Heather Gill, resident, has concerns about speeding vehicles on Iven Avenue.

Heather Gill was present at this meeting. She stated her concerns of speeding on Iven Avenue. Sgt. Stiansen stated currently there is a speed radar board already at this location to alert vehicles of their speed. A counter for counting cars will be placed at this location for seven (7) days once it becomes available. Staff Traffic stated once data is collected and it is deemed a speeding issue, we will revisit. In the meantime, Highway Patrol will place a police car on site to see if it deters speed. Ms. Gill offered her property for the police car to park.

2. Marty Joseph, resident, has concerns about speeding vehicles in the 400 Block of Darby Paoli Road.

Marty Joseph was not present at this meeting. Township Engineer, Steve Norcini, stated that the bridge will be shut down on December 31, 2020 so speed will not be an issue. This concern will be revisited in the Spring.

SEPTA recently responded to the area of Conestoga Road and Locust Grove Road to improve shrubbery and brush which was causing a sight distance issue for vehicles traveling west under the bridge. Sgt. Stiansen and Officer Piree responded while the work was being conducted and approved of it once it was completed. Officer Piree

will be in contact with SEPTA in the Spring and reevaluate the conditions. If the shrubbery has regrown at that time, SEPTA will return to complete the same aforementioned work.

3. Vince D'Annunzio requests relocating a speed hump on Morris Road.

Vince D'Annunzio, of Vintage Development LLC, was present at this meeting. He stated concerns of a speed hump on Morris Road where he is the Civil Engineer for a project of building a new home. The plans for the new project call for a driveway to terminate at the location of a current speed hump. He inquired as to whether the Township had any interest in removing the speed hump. He was advised that the Township has no interest in removing the speed hump. Mr. D'Annunzio then expressed his interest of moving the speed hump 10 feet so that it would not interfere with the driveway of the new home that is being constructed. Again, the response was "No" because it would hinder the next home. Bill Cassidy, Public Works, stated that signs must be placed 100 feet before a speed hump so additional signage may also be necessary if the speed hump is moved. These signs would be placed on currently unaffected properties.

Township Engineer, Steve Norcini, stated that the best thing for Mr. D'Annunzio to do is to speak to all the neighbors on Morris Road and get their approvals (by signed Petition) as to where the speed hump could be moved to by painting lines to show the residents where the new hump would be placed. After getting input from neighbors, it was then suggested to come back to Staff Traffic with the results of the Petition.

**See attached spreadsheet for pending issues**



**RADNOR TOWNSHIP POLICE DEPARTMENT**

301 Iven Ave., Wayne, PA 19087

**August 2020 Staff Traffic Status Report**

Project Name	Project Information	Status Update
County Line Corridor Study (from Lancaster Avenue to Conestoga Road)	The County Line Corridor Study has been posted online.	The traffic signal for Montrose and County Line has been funded by Lower Merion and Radnor Township. The signal permit has been submitted to PennDot for review.
King of Prussia Rd & Eagle Rd intersection improvements	Submit joint application for DCED MTF grant with Cabrini & Eastern for left turn lanes on King of Prussia Road at Eagle Road/Pine Tree Rd	This project is currently in design, and it is anticipated that the project will go to bid in late 2020.



## BALLOT DROP BOX LICENSE AGREEMENT

THIS AGREEMENT is dated this        day of        , 2020 between (“Licensor”) with an address of        and the County of Delaware, Bureau of Elections (“Licensee”) with an address of 201 W. Front Street, Media, PA 19063, hereinafter together referred to as the “Parties”.

### WITNESSETH:

**WHEREAS**, the Licensor with property located at        has mutually acceptable space and location on their Property (the “Property”) to place a secured Ballot Drop Box, surveillance camera and appropriate signage (“Drop Box”); and

**WHEREAS**, the Licensee has requested a license to use the Property for placing Drop Box and has agreed to install, remove, maintain such Drop Box and restore and repair any damage caused to the Property.

**NOW, THEREFORE**, in consideration of the mutual promises, covenants and conditions, the Parties hereto agree as follows:

- 1. GRANT OF LICENSE.** In consideration of the terms and conditions contained herein, the Licensor hereby grants to the Licensee and the Licensee hereby accepts an exclusive, irrevocable license (the “License”) to use the Property for the placement of a Drop Box at the sole cost and expense of Licensee, term to begin upon execution of this License Agreement and terminate five (5) years thereafter (except as hereinafter provided). Licensee shall be permitted to reasonably promote and advertise the location of the Drop Box.
- 2. USE OF PROPERTY.** Licensee’s use of the Property shall not prevent the continued use of the remainder of the Property by Licensor.
- 3. ACCESS TO PROPERTY.** Licensee, at all reasonable and/or necessary times, shall have the absolute right to access the Ballot Drop Box and surveillance camera for the purpose of removing inserted Ballots, maintenance, relocation and for other reasons incident to the placement, use and/or removal of the Drop Box.
- 4. PROPERTY RULES.** The Licensee shall comply with and adhere to all rules, regulations and provisions incident to the use of Licensor’s Property as established by the Licensor.
- 5. TERMINATION.** This License is subject to the right of either Party to terminate the License after thirty (30) days written notice to the other Party.
- 6. REPAIRS AND DAMAGE.** The Licensee shall repair any damage to the Drop Box and Property caused by placement, use and/or removal of the Drop Box.

7. **INDEMNIFICATION.** The Licensee hereby indemnifies and holds the Licensor harmless from any loss, cost, expense or liability arising from the Licensee's use of the Property. The Licensee shall obtain insurance for the risks described herein and shall name the Licensor as an additional insured for such policy.
8. **GOVERNING LAW.** This License Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. Venue shall be in the proper court(s) for Delaware County, Pennsylvania
9. **COUNTERPARTS.** This License Agreement may be executed in counterparts and once executed by both Parties, each counterpart shall be considered an original.
10. **BROKERS.** The Parties to this License Agreement represent and warrant each to the other that this License Agreement and the transaction hereby contemplated were not brought about and did not involve any broker, licensed or otherwise.
11. **RELATIONSHIP.** Nothing contained in this License Agreement shall be deemed to create a partnership or joint venture between the Licensee and the Licensor or any other Third-Party, or to cause the either Party to be liable or responsible in any way for the actions, liabilities, debts or obligations of the other Party. This Agreement does not create any other relationship between Licensor and Licensee other than that of a licensor to a licensee. Licensee has no authority to commit Licensor in any manner or to incur any obligation on behalf of or in the name of Licensor.
12. **BINDING EFFECT.** This License Agreement will not be binding on or constitute evidence of an Agreement between the Parties until such time as it has been executed by each Party and an original thereof delivered to each other Party to this License Agreement.
13. **REPRESENTATIONS.** There are no representations and warranties by the Parties, their agents, servants and employees whether oral or in writing, relating to or concerning this License Agreement or the Licensee's right to use the Property other than as specifically set forth herein.
14. **ENTIRE AGREEMENT.** This License Agreement constitutes the entire Agreement between the Parties hereto and supersedes all prior written and oral Agreements and understanding relating to the subject matter hereof.
15. **AMEND/MODIFY.** This License Agreement may not be modified, amended or discharged except by an instrument in writing signed by the Parties hereto. No waiver or consent may be enforced unless such waiver or consent shall be in writing and signed by the Party against whom enforcement thereof is sought. The Licensee shall have the right to assign this License to any associated County department or agency associated with voting in Delaware County providing they execute an Assumption Agreement in form and substance satisfactory to the Licensor.

- 16. **BINDING/INURE.** This License Agreement shall be binding upon, and inure to the benefit of the Parties hereto and their respective successors and permitted assigns.
  
- 17. **NOTICES.** Notices and other communications under this License Agreement shall be in writing and sent to each party at its address set forth above or, in the event of a change in any address, then to such other address as to which notice of the change is given. Notices to Licensor will be sent to the attention of \_\_\_\_\_ and notices to Licensee will be sent to the attention of William F. Martin, Esquire, Delaware County Solicitor’s Office, 201 W. Front Street, Media, PA 19063 . Notice will be deemed given on receipt.
  
- 18. **INTERPRETATION.** This License Agreement is the result of negotiations between the Parties, each of whom is represented by counsel of its own choosing. All Parties shall be deemed to have drawn this License Agreement and no negative inference or interpretation shall be made by a court against the Party whose counsel drafted this License Agreement.
  
- 19. **SECTION HEADINGS.** Section headings are for convenient reference only and shall not affect the meaning or have any bearing on the interpretation of any provision of this Agreement.
  
- 20. **ADDITIONAL TERMS.** The Parties have agreed to the Additional Terms as set forth and attached hereto as Addendum “A” and such terms are hereby incorporated herein and made a part of this License Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have executed this License Agreement as of the date and year first written above.

**ATTEST**

**TOWNSHIP/BOROUGH OF**

BY: \_\_\_\_\_  
 \_\_\_\_\_, Secretary

BY: \_\_\_\_\_  
 Name:  
 Title:  
 Authorized Signatory, Licensor

**ATTEST**

**COUNTY OF DELAWARE**

BY: \_\_\_\_\_  
 Anne M. Coogan, County Clerk

BY: \_\_\_\_\_  
 Brian P. Zidek Chairman  
 Delaware County Council  
 Authorized Signatory, Licensee

**ADDENDUM "A"**  
**ADDITIONAL TERMS**

**See Attached**

**ADDENDUM "A"**



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**DELAWARE COUNTY**  
**BOARD OF ELECTIONS**



**OFFICIAL BALLOT**  
**DROP BOX**

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**VOTE HERE!**

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**DELAWARE COUNTY  
BOARD OF ELECTIONS**



**OFFICIAL BALLOT  
DROP BOX**





COUNCIL

**BRIAN P. ZIDEK**  
CHAIRMAN

**DR. MONICA TAYLOR**  
VICE CHAIR

**KEVIN M. MADDEN**  
**ELAINE PAUL SCHAEFER**  
**CHRISTINE A. REUTHER**

**DELAWARE COUNTY**  
**BUREAU OF ELECTIONS**  
GOVERNMENT CENTER BUILDING  
201 WEST FRONT STREET  
MEDIA, PENNSYLVANIA 19063

PHONE: (610) 891-4673

Fax: (610) 892-0641

E-MAIL: [delcoelection@co.delaware.pa.us](mailto:delcoelection@co.delaware.pa.us)

**LAUREN T. HAGAN**  
CHIEF CLERK

August 23, 2020

**Re: Urgent Request for Ballot Box Installation**

Dear Municipal Leaders:

Pennsylvania Act 77 and Act 12 provided for no-excuse mail in ballots for the first time in the spring primary. One consequence of the global Covid-19 pandemic is that a unexpectedly large number of voters used the new mail in voting option in the primary. An even larger number is expected to vote by mail in the general election. County residents have expressed the concern that the US Postal Service will not provide timely delivery of their ballots. The County is concerned that the deadline for applying for a mail in ballot is so close to the election that voters may not have time to return their ballots by mail.

Our goal is to make it possible for everyone to return their ballots safely and securely to be counted. We need your help to do that.

Delaware County Council obtained third party funding to acquire 50 secure ballot drop boxes that can be permanently installed outside or inside to accept mail in and absentee ballots in the November general election and in subsequent elections. Council has asked the Board of Elections to deploy one box in each of Delaware County's 49 municipalities with an extra at the curb at Government Center in Media.

We need your assistance to find a suitable location at your municipal building or at another highly visible location in your municipality where the County can install a drop box. The boxes should preferably be located in an area where voters can have 24 hour access to them, are well lit and are ADA accessible. They will be under video surveillance and will be emptied daily by County staff during election season. A memo explaining the proposal and a detailed description of the box and the installation requirements is attached.

Please let us know if you are willing to assist us in this effort by doing these two things:

1. Emailing Deborah Cairy at [cairyd@co.delaware.pa.us](mailto:cairyd@co.delaware.pa.us) or calling her at 610-891-4267 with your acceptance of placing a drop box in your municipality.
2. Filling out, signing and mailing or scanning and emailing the enclosed license agreement to Deborah Cairy at the email above or, alternatively, providing a preliminary location and draft

Drop Box Assistance Request

August 23, 2020

Page 2

agreement subject to any necessary governing body approvals with the date on which such approval will be considered. If the municipality is not willing or able to host a drop box, please let us know.

**This is time sensitive to make sure that the boxes are available for upcoming election, so we urgently need your responses by September 9<sup>th</sup>.** Thank you so much for doing your part in ensuring that Delaware County conducts the 2020 general election in a safe, secure and convenient manner for all voters!

Very truly yours,



Marianne A. Jackson  
Director of Elections

Attachments:

Drop Box Deployment Plan Memo  
Front and Side Drop Box Renderings  
Form of Drop Box License Agreement



## MEMORANDUM

**TO:** Delaware County Municipal Administrative and Elected Leaders  
**FROM:** Marianne Jackson, Delaware County Interim Director of Elections  
**RE:** Deployment of Mail-In and Absentee Ballot Drop Boxes

### TIME SENSITIVE COMMUNICATION

Delaware County was recently approved for a grant in the amount of \$2.2M by the Center for Tech and Civic Life, a 501(c)(3) organization whose mission statement is “We connect Americans with the information they need to become and remain civically engaged, and ensure that our elections are more professional, inclusive and secure.” As part of the \$2.2M grant, close to \$200k was earmarked to purchase, install and maintain 50 ballot drop boxes throughout the county for voters to use to return mail-in and absentee ballots outside of the U.S. Mail system. This memorandum outlines a proposal for deploying the 50 drop boxes throughout Delaware County.

#### **Background**

Delaware County has approximately 405,000 registered voters. As a result of historic changes to the Pennsylvania election law in 2019, Delaware County now offers no-excuse mail in voting for registered voters who apply and are approved for such ballots. Because of the COVID-19 pandemic, the County Election Bureau anticipates that at least 175,000 voters will choose to vote by mail in the upcoming general election. The United States Postal Service has recently warned that some mail-in votes may not be counted in Pennsylvania due to the ability of voters to request a mail-in ballot as late as seven days before the election. That announcement may cause voters to seek to return vote by mail ballots through means other than the U.S. Mail. It is essential that the County provide ways for voters to return their ballots with the confidence that such ballots will be received and counted.

#### **Proposed Drop Box Deployment**

The Delaware County election staff proposes to deploy 50 drop boxes -- one in each of the 49 Municipalities and one at the County Government Center in Media to be installed between the middle of September and October 1.

A ballot drop box program can help build public trust in the election process by offering a secure and convenient alternative for voters to cast their completed vote by mail ballots. Ballot drop boxes can reassure voters who mistrust the postal system because of lost or delayed mail, an issue highlighted recently in the local and national media. For voters who wait until the last minute to request an application to vote by mail, these drop boxes offer a convenient way for voters to return their ballots up to and on election day with confidence that their ballots will be timely and received and counted.

#### **The Drop Box**

The 50 drop boxes that have already been approved for purchase by the County Council are made by American Security Cabinets and are model BAL- 810, a large capacity drop box that can accommodate an average of 2500 ballots. These drop boxes weigh approx. 200 pounds, are 54

inches high and 24 by 24 inches in diameter. They can be placed either inside or outside in the elements, are made of a brushed stainless-steel material, are ADA compliant and include a slot closer for quick attachment at poll closing. A zip file with renderings of the actual drop box with graphics for Delaware County is attached.

### **Preferred Locations and Installation**

The Election Staff is requesting that each municipality in Delaware County recommend a location or locations in easily accessible places where the boxes can be installed permanently for use in this upcoming election and future elections. Preferred locations include public buildings such as municipal buildings (other than police stations, due to election code restrictions) and public libraries. It is recommended that the boxes be available to voters 24 hours per day although the County will defer to local officials on concerns regarding security and will arrange for indoor installation if that is recommended by the municipality. They should be placed in well lit, visible, ADA accessible locations and will be under surveillance from video equipment included in the grant funding or from a Municipality's or public building's currently available surveillance equipment.

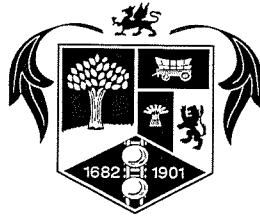
Due to state law, there must be an agreement in place between the County any property owner who hosts a drop box for the use of the space where the box sits. A form of agreement is attached regarding the placement and installation of the drop box and surveillance equipment. It may be amended to address signage and other issues as requested. Installation may include bolting the box to the ground and affixing surveillance cameras to a building or permanent fixture. The installation will be similar to that for US Postal Service mail boxes. The County has worked with the Delaware County District Attorney and there will be public communications that emphasize that anyone who interferes with ballot drop boxes will be prosecuted to the fullest extent of the law.

### **Ballot Retrieval**

Ballots would be retrieved from each of the 50 locations on a daily basis. The pick up schedule will be public and citizens are invited to watch the removal of ballots and the sealing of the ballot bags. Ballot retrieval teams will use Delaware County vans to follow predetermined driving routes to transfer the contents of the drop boxes to portable bags/boxes, seal the boxes, complete their chain of custody paperwork and load the portable boxes into the van. Each evening the collected ballots will be returned to the Delaware County Bureau of Elections office where they will be logged in and secured. Each ballot retrieval team will be equipped with vests that make them readily identifiable, will have a chain of custody form for every location, and will visually inspect the drop box and surrounding areas for evidence of tampering or vandalism. On Election night, a staggered closing time of the drop boxes will need to be implemented in order to retrieve the ballots from each location. The staggered closing times will need to be well communicated with appropriate signage at each location.

# CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board



**NAME OF OWNER:** SEMISCH, WAYNE M & TARA L  
**OWNER ADDRESS:** 328 MIDLAND AVE, WAYNE, PA 19087  
**ADDRESS OF PROPERTY:** 328 MIDLAND AVE, WAYNE, PA 19087  
**APPLICATION NUMBER:** HARB-2020-09

Subject to the conditions below the above owner, having complied with the Radnor Township Historical and Architectural Review Board (HARB) process, is hereby granted this permit for the

## **Addition & alterations to include new rear additions**

at the address specified and may proceed with the building permit process. If not completed within one year of the date hereof, this permit is void and new application must be made. This Approval is subject to the Applicant applying for and receiving all necessary permits and approvals; and complying with all applicable Municipal regulations. Owner specifically gives the building inspector or designated official the right to inspect the work during progress and at completion.

**NOTES AND/OR CONDITIONS OF APPROVAL: APPROVED AS SUBMITTED.**

**ISSUED: SEPTEMBER 14, 2020**

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**TOWNSHIP OFFICIAL**

---

**ACCEPTED BY APPLICANT**

**RESOLUTION NO. 2020-98**

**A RESOLUTION OF RADNOR TOWNSHIP,  
DELAWARE COUNTY, PENNSYLVANIA,  
AUTHORIZING AND DIRECTING THE SUBMITTAL OF THE APPLICATION  
FOR TRAFFIC SIGNAL APPROVAL (TE-160) TO THE  
PENNSYLVANIA DEPARTMENT OF TRANSPORTATION  
FOR THE INTERSECTION OF CONESTOGA ROAD (SR 1019) AND  
WEST WAYNE AVENUE ASSOCIATED WITH THE  
PEDESTRIAN ACCESS FROM A PORTION OF THE  
RADNOR TAP TRAIL TO THE RADNOR TRAIL**

*WHEREAS*, Radnor Township wishes to construct pedestrian improvements at West Wayne Avenue to provide access from a portion of the Radnor Transportation Alternative Program (TAP) Trail to the Radnor Trail through the Friends of Radnor Trail Park;

*WHEREAS*, these improvements include the traffic signal; and

*WHEREAS*, the signal requires an application for Traffic Signal Approval (TE-160) to the Pennsylvania Department of Transportation.

*NOW, THEREFORE*, be it *RESOLVED* by the Board of Commissioners of Radnor Township does hereby Authorize and Direct the Submittal of the Application for Traffic Signal Approval (TE-160) to the Pennsylvania Department of Transportation for the intersection of Conestoga Road (SR 1019) and West Wayne Avenue Associated with the Pedestrian Access from a Portion of the Radnor TAP Trail to the Radnor Trail.

*SO RESOLVED* this 14<sup>th</sup> day of September, A.D., 2020

**RADNOR TOWNSHIP**

By: \_\_\_\_\_  
Name: Jack Larkin  
Title: President

ATTEST:

\_\_\_\_\_  
William M. White  
Manager/Secretary

**Radnor Township**  
**PROPOSED LEGISLATION**

DATE: September 8, 2020

TO: Radnor Township Board of Commissioners

FROM: Dennis P. Capella, Engineering Project Manager

CC: William M. White, Township Manager  
Stephen F. Norcini, P.E., Township Engineer

**LEGISLATION: Resolution #2020-98: Authorizing and Directing the Submittal of the Application for Traffic Signal Approval (TE-160) to the Pennsylvania Department of Transportation for the Intersection of Conestoga Road (SR 1019) and West Wayne Avenue Associated with the Pedestrian Access from a Portion of the Radnor TAP Trail to the Radnor Trail**

---

**LEGISLATIVE HISTORY:** This request has not been before the Board of Commissioners previously.

**PURPOSE AND EXPLANATION:** The Board of Commissioners authorized the advertisement of bids for the pedestrian improvements at West Wayne Avenue to provide access from a portion of the Radnor Transportation Alternative Program (TAP) Trail to the Radnor Trail through the Friends of Radnor Trail Park on August 10, 2020 (Resolution No. 2020-83). The improvements include those to the traffic signal at that intersection. The Township owns all signals within its political boundaries, although this signal is within a Pennsylvania Department of Transportation (PennDOT) right-of-way and requires an application to PennDOT for Traffic Signal Approval (TE-160, application attached) to assure proper maintenance. The application requires a resolution by the Board.

**IMPLEMENTATION SCHEDULE:** Upon approval by the Board of Commissioners, the TE-160 application will be submitted to PennDOT.

**FISCAL IMPACT:** This project is to be funded by the General Obligation Bond.

**RECOMMENDED ACTION:** *Staff requests the Board of Commissioners of Radnor Township to Authorize and Direct the Submittal of the Application for Traffic Signal Approval (TE-160) to the Pennsylvania Department of Transportation for the Intersection of Conestoga Road (SR 1019) and West Wayne Avenue Associated with the Pedestrian Access from a Portion of the Radnor TAP Trail to the Radnor Trail.*

# Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



DEPARTMENT USE ONLY

County : \_\_\_\_\_  
Engineering District : \_\_\_\_\_  
Department Tracking # : \_\_\_\_\_  
Initial Submission Date : \_\_\_\_\_

## A - Applicant's (Municipal) Contact Information

Municipal Contact's Name : Steve Norcini Title : Township Engineer  
Municipal Name : Radnor Township  
Municipal Address : 301 Iven Avenue Wayne, PA 19087  
Municipal Phone Number : 610-688-5600 Alternative Phone Number : \_\_\_\_\_  
E-mail Address : SNorcini@Radnor.org  
Municipal Hours of Operation : Mon-Fri 9:00 AM to 5:00 PM

## B - Application Description

Location (*intersection*) : Conestoga Road (SR 1019) and West Wayne Avenue

Traffic Control Device is :  NEW Traffic Signal  EXISTING Traffic Signal (Permit Number) : 63-0883

Type of Device (*select one*)  Traffic Control Signal (MUTCD Section 4D, 4E, 4G)  Flashing Beacon (MUTCD Section 4L)  School Warning System (MUTCD Section 7B)  
 Other : \_\_\_\_\_

Is Traffic Signal part of a system? :  YES  NO System Number (*if applicable*) : \_\_\_\_\_

If YES, provide locations of all signalized intersections in system.

Explain the proposed improvements :

Installation of ADA curb ramp, pedestrian pushbutton and pole, and countdown hand/man head at southern corner of the intersection.

Associated with Highway Occupancy Permit (HOP)? :  YES  NO If YES, HOP Application # : 219009

## C - Maintenance and Operation Information

Maintenance and Operations are typically performed by? :

Municipal Personnel  Municipal Contractor  Municipal Personnel & Contractor  
 Other : \_\_\_\_\_

Maintenance and Operations Contact Name : Stephanie Higgins McGough Company/Organization : Charles A. Higgins & Sons  
Phone # : 610-566-3700 Alternative Phone # : \_\_\_\_\_ E-mail : higginselec25@verizon.net

## D - Attachments Listing

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Municipal Resolution ( <i>required</i> ) | <input type="checkbox"/> Location Map               | <input type="checkbox"/> Traffic Volumes / Pedestrian Volumes |
| <input type="checkbox"/> Letter of Financial Commitment                      | <input type="checkbox"/> Photographs                | <input type="checkbox"/> Turn Lane Analysis                   |
| <input type="checkbox"/> Traffic Signal Permit                               | <input type="checkbox"/> Straight Line Diagram      | <input type="checkbox"/> Turn Restriction Studies             |
| <input type="checkbox"/> Warrant Analysis                                    | <input type="checkbox"/> Capacity Analysis          | <input type="checkbox"/> Other : _____                        |
| <input type="checkbox"/> Crash Analysis                                      | <input type="checkbox"/> Traffic Impact Study (TIS) |   |
| <input type="checkbox"/> Traffic Signal Study                                | <input type="checkbox"/> Condition Diagram          |   |

# Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



County : \_\_\_\_\_

Engineering District : \_\_\_\_\_

Department Tracking # : \_\_\_\_\_

Initial Submission Date : \_\_\_\_\_

## E - Applicant (Municipal) Certification

The applicant desires to own, operate, and maintain the traffic control device in the location indicated above; and the Vehicle Code requires the approval of the Department of Transportation ("Department") before any traffic signals may be legally erected or modified. A signed Application for Traffic Signal Approval (TE-160) must be submitted in conformance with the instructions provided by the Department, and a Traffic Signal Permit must be issued, before any work can begin.

If the Department approves a traffic signal after a traffic engineering study and engineering judgment indicates the need, the traffic signal shall be installed, owned, operated, and maintained within the parameters indicated in the Vehicle Code and the Department's regulations relating to traffic signs, signals, and markings. The Department may direct appropriate alterations to the design or operation (including, but not limited to, hours of operation) of the traffic signal, or require removal of the traffic signal, if traffic conditions or other considerations necessitate alteration or removal.

All items associated with the traffic control device (geometric features, signs, signals, pavement markings, pedestrian accommodations, and other traffic control device associated items) are the applicant's responsibility. The Traffic Signal Permit will then document all of the items associated with operation of each traffic control device. The applicant, at its sole expense, shall provide the necessary inspection, maintenance, and operation activities in conformance with the Department's Publication 191 or as otherwise agreed to by the Department. The applicant shall perform the preventative and responsive maintenance requirements and recordkeeping in accordance with the exhibits specified below. If the applicant fails to provide the required inspection, maintenance, or operation services within thirty (30) days of receipt of written notice from the Department, the Department shall have the right to perform the required inspection, maintenance, or operation services in the applicant's stead and the applicant shall reimburse the Department for all costs incurred. Federal- and/or state-aid participation may be withheld on all future projects if the applicant fails to demonstrate to the Department the ability to provide all required maintenance and operation services. The applicant certifies that it has funds available and committed for the operation and maintenance of the traffic control device and that it will make available sufficient funds for all required future inspection, maintenance, and operation activities.

The applicant shall indemnify, save harmless and, defend (if requested) the Commonwealth of Pennsylvania, its agents, representatives, and employees from and against any damages recoverable under the Sovereign Immunity Act, 42 Pa. C.S. §§ 8521-8528, up to the limitations on damages under said law, arising out of any personal injury or damage to property which is finally determined by a court to be caused by or result from acts or omissions of the applicant and for which a court has held applicant, its officials, or employees to be liable. This provision shall not be construed to limit the applicant in asserting any rights or defenses. Additionally, the applicant shall include in any contracts into which it enters for maintenance, operation, or inspection of the traffic control device this same obligation to indemnify the Commonwealth and its officers, agents, and employees; and it shall require its contractor(s) to provide public liability insurance coverage, naming the Commonwealth and the applicant as additional insureds for bodily injury, including death and property damage, in the minimum amounts of \$500,000 per person, \$1,000,000 per occurrence, it being the intention of parties to have the contractor fully insure and indemnify the Commonwealth and the applicant.

The applicant shall comply with the study and ordinance requirements of 75 Pa. C.S. § 6109. The applicant submits this application with the intention of being legally bound.

Neither this application nor any Traffic Signal Permit creates any rights or obligations with respect to parties other than the applicant and the Department. Third parties may not rely upon any representations made by either the applicant or the Department in connection with the submission or approval of this application or any work permitted or approved that is related to this application, as regards either payment of funds or performance of any particular item of maintenance precisely as specified.

The applicant agrees to comply with the attached Exhibits:

- Exhibit "A": Preventative and Response Maintenance Requirements (Sheet 3 of 5 )
- Exhibit "B": Recordkeeping (Sheet 4 of 5 )
- Exhibit "C": Signal Maintenance Organization (Sheet 5 of 5 )

Printed Municipal Contact Name : \_\_\_\_\_ Date : \_\_\_\_\_

Signed By : \_\_\_\_\_ Witness or Attest : \_\_\_\_\_

Title of Signatory : \_\_\_\_\_ Title of Witness or Attester: \_\_\_\_\_

**Exhibit "A":**  
**Preventative and Response Maintenance**  
**Requirements**



County : \_\_\_\_\_  
 Engineering District : \_\_\_\_\_  
 Department Tracking # : \_\_\_\_\_  
 Initial Submission Date : \_\_\_\_\_

### Preventive Maintenance

The APPLICANT or its contractor will provide preventive maintenance for each individual component of the traffic signal installation covered by this application at intervals not less than those indicated in the Preventive Maintenance Summary, PA DOT Publication 191, current version. This is the recommended level of maintenance to keep the intersection control equipment and signals in mechanically, structurally and aesthetically good condition.

### Response Maintenance

The APPLICANT or its contractor will provide response maintenance in accordance with the provisions of the Response Maintenance Schedule. It encompasses the work necessary to restore a traffic signal system to proper and safe operation. Includes Emergency Repair and Final Repair.

**FINAL REPAIR:**

Repair or replace failed equipment to restore system to proper and safe operation in accordance with permit within a 24-hour period.

**EMERGENCY REPAIR:**

Use alternative means or mode to temporarily restore system to safe operation within a 24-hour period. Final repair must then be completed within 30 days unless prohibited by weather conditions or availability of equipment.

### Response Maintenance Schedule

**KNOCKDOWNS**

Support - Mast arm  
 Support - Strain pole  
 Span wire/tether wire  
 Pedestal  
 Cabinet  
 Signal heads

**TYPE OF REPAIR PERMITTED**

Emergency or Final  
 Emergency or Final  
 Final Only  
 Emergency or Final  
 Emergency or Final  
 Final Only

**EQUIPMENT FAILURE**

Lamp burnout (veh. & ped.)  
 Local controller  
 Master controller  
 Detector sensor  
     - Loop  
     - Magnetometer  
     - Sonic  
     - Magnetic  
     - Pushbutton  
 Detector amplifier  
 Conflict monitor  
 Flasher  
 Time clock  
 Load switch/relay  
 Coordination unit  
 Communication interface, mode  
 Signal cable  
 Traffic Signal Communications  
 Traffic Signal Systems

Final Only  
 Emergency or Final  
 Emergency or Final  
 Emergency or Final  
 Emergency or Final  
 Emergency or Final  
 Emergency or Final  
 Emergency or Final  
 Final Only  
 Final Only  
 Emergency or Final  
 Final Only  
 Emergency or Final  
 Emergency or Final  
 Final Only  
 Final Only  
 Final Only



**Exhibit "B":**  
Recordkeeping



County : \_\_\_\_\_  
 Engineering District : \_\_\_\_\_  
 Department Tracking # : \_\_\_\_\_  
 Initial Submission Date : \_\_\_\_\_

**Recordkeeping**

Accurate and up-to-date recordkeeping is an essential component of a good traffic signal maintenance program. In recognition of this fact, the APPLICANT must prepare, retain, and make available to the COMMONWEALTH, on request, a record of all preventive and response maintenance activities performed on the traffic signal equipment covered by this application.

The APPLICANT shall establish a separate file for each installation and keep its records in the municipal building, signal maintenance shop, or other weather-protected enclosure.

At a minimum, the following records will be kept by the APPLICANT or its contractor for each traffic signal. These forms can be found in Section 10.0, Maintenance Record Forms, PA DOT Publication 191, current version.

FORM 1 - Master Intersection Record

This form, which lists all maintenance functions performed at the intersection, should be updated within one day of the activity but no more than one week later.

FORM 2 - Response Maintenance Record

Each time response maintenance is required at the intersection, this form is to be completed. Once the pertinent information is transferred to the master intersection record, this form is to be placed in the intersection file.

FORM 3 - Preventive Maintenance Record

This form will be used to provide a record of the preventive maintenance activities performed at each intersection. The date, the activities performed, and the signature of the person in charge of the work must be recorded in the form.

This form may be kept at the intersection, if it is adequately protected from the weather. Form 1 must be updated at the central file, however, to reflect the date and activity.

**Exhibit "C":  
Signal Maintenance Organization**



County : \_\_\_\_\_  
 Engineering District : \_\_\_\_\_  
 Department Tracking # : \_\_\_\_\_  
 Initial Submission Date : \_\_\_\_\_

**Personnel Classifications**

In order to properly maintain the traffic signal equipment covered by this applicant, the APPLICANT agrees to provide, as minimum, the following staff throughout the useful life of equipment. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

**Traffic Engineer** - The administrative position which has prime responsibility for the proper operation of traffic signal equipment. The principal function of this position is the supervision and control of subordinate personnel and the planning of their activities to ensure adequate preventive and response maintenance programs.

Minimum Position Requirements

1. A thorough understanding of traffic signal design, installation and maintenance.
2. A working knowledge of the interaction between the following traffic characteristics: Intersection geometry, traffic flow theory, control type (fixed time, actuated, etc.), signal phasing and timing, and interconnection.
3. An ability to supervise subordinate personnel effectively in the assignment of their work.
4. Possession of a college degree in engineering, which includes course work in traffic engineering.
5. Either four years experience in the field of traffic engineering or its equivalent in graduate college work.

**Signal Specialist** - The individual responsible for the diagnostics and repair of all traffic signal equipment including solid state equipment.

Minimum Position Requirements

1. Extensive training and troubleshooting skills in electronics and software.
2. Ability to repair modules in the shop and to design test equipment needed to diagnose and repair a problem.
3. Ability to make design and modifications to implement or omit special functions.
4. Ability to implement a recordkeeping system to include maintenance activities, inventory control and identification of recurring problems.
5. Ability to perform all tasks required of a signal technician.

**Signal Technician** - Individual responsible for the operation and maintenance of traffic signals and electromechanical equipment.

Minimum Position Requirements

1. Ability to perform response maintenance on solid state equipment up to the device exchange level.
2. Capability to diagnose a vehicle loop failure and initiate corrective action.
3. Ability to tune detector amplifiers.
4. Ability to follow wiring schematics, check and set timings from plan sheet and check all field connections.
5. Ability to perform preventive maintenance on all equipment and to maintain accurate records of all work perform.

**Training**

The APPLICANT agrees to secure training in order to upgrade the ability of its present staff to properly perform the required maintenance functions. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

**Budget Requirements**

The APPLICANT agrees to provide, in its annual operating budget, dedicated funds which are sufficient to cover the cost of the personnel, training, contractors (if utilized) and specialized maintenance equipment which are required, by virtue of this application. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191..

# Application Instructions



**pennsylvania**  
DEPARTMENT OF TRANSPORTATION

## A - Applicant's (Municipal) Contact Information

**Municipal Contact's Name:** Provide the municipal contact name that is (or will be responsible) for the traffic signal. Typically this is either the Municipal Manager or Roadmaster.

**Title:** Provide the title of the municipal contact name.

**Municipal Name:** Provide the official municipal name.

**Municipal Address:** Provide the full address of the municipal building.

**Municipal Phone Number:** Provide the municipal phone number of the municipal contact.

**Alternative Phone Number:** Provide an alternative phone number of the municipal contact.

**E-mail Address:** Provide the e-mail address of the municipal contact.

**Municipal Hours of Operation:** Please provide the municipalities normal operating hours (i.e. Monday-Thursday 9 AM - 2 PM)

## B - Application Description

**Location (*intersection*):** Please provide a detailed location of the device or devices being considered for approval.

Please include any State Route and/or local road names in your description.

**Traffic Control Device is:** (Please select one of the two following categories)

**NEW Traffic Signal:** This item should be selected when requesting approval of a traffic signal that is currently not in operation at the device location indicated above.

**EXISTING Traffic Signal:** This item should be selected when requesting approval to make a modification or update to an existing traffic signal.

**(Permit Number):** Please provide the traffic signal permit number.

**Type of Device (select one):** (Please select one of the four following categories)

**Traffic Control Signal:** As defined in federal Manual on Uniform Traffic Control Devices (MUTCD) Sections 4D, 4E, and 4G. When selecting this category this is the typical red/yellow/green and pedestrian signal indications

**Flashing Beacon:** As defined in federal Manual on Uniform Traffic Control Devices (MUTCD) Section 4L. When selecting this category, this is typically either the flashing yellow/red signal at an intersection and/or the flashing yellow warning sign.

**School Warning System:** As defined in federal Manual on Uniform Traffic Control Devices (MUTCD) Section 7B. When selecting this category, this is typically the flashing school warning sign with a 15 mph indication.

**Other:** When selecting this category, this pertains to all other permitted electrically powered traffic control devices approved by the Department.

**Is Traffic Signal part of a system?:** Check off the appropriate box, either YES or NO. If YES, please fill in the **System Number (if applicable):** line.

**Explain the proposed improvements:** Provide a description of the proposed improvements to the intersection. This may be as complex as installing and/or upgrading a traffic signal or as non-complex as placement of a new traffic sign to supplement an existing traffic signal.

**Associated with Highway Occupancy Permit (HOP)?:** Check off the appropriate box, either YES or NO. If YES, please fill in the **Application #:** line.

## C - Maintenance and Operation Information

**Maintenance and Operations are typically performed by?:** Please indicate if maintenance and operation will be performed by Municipal Personnel or through Contract Services.

**Maintenance and Operations Contact Name:** Provide the primary maintenance contact name for the individual that is (or will be responsible) for the maintenance and operation of the traffic signal.

**Company/Organization:** Provide the name of the company/organization with which the primary maintenance contact is affiliated.

**Phone #:** Provide the phone number for the primary maintenance contact.

**Alternative Phone #:** Provide an alternative phone number for the primary maintenance contact or affiliated company/organization.

**E-mail:** Provide the e-mail address for the primary maintenance contact.

## D - Attachments Listing

Check off all documents which will be submitted along with this application. Note that a Municipal Resolution, authorizing the municipal contact to submit and sign the application, is a required document.

A sample Municipal Resolution has been provided on the next page.

## E - Applicant (Municipal) Certification

**Printed Municipal Contact Name:** Please print the name of the municipal contact person signing the application.

**Date:** Please provide the date on which the application was signed.

**Signed By:** Please provide the signature of the named municipal contact.

**Title of Signatory:** Please provide the title of municipal contact.

**Witness or Attest:** Please provide the signature of the person witnessing or attesting the signature.

**Witness or Attester:** Please provide the title of the person witnessing or attesting the signature.

**RESOLUTION**

**BE IT RESOLVED**, by authority of the \_\_\_\_\_  
(Name of governing body)

of the \_\_\_\_\_, \_\_\_\_\_ County, and it  
(Name of MUNICIPALITY)

is hereby resolved by authority of the same, that the \_\_\_\_\_  
(designate official title)

of said MUNICIPALITY is authorized and directed to submit the attached Application for Traffic

Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of the MUNICIPALITY.

**ATTEST:**

\_\_\_\_\_  
(Name of MUNICIPALITY)

\_\_\_\_\_  
(Signature and designation of official title)

By: \_\_\_\_\_  
(Signature and designation of official title)

I, \_\_\_\_\_,  
(Name)

\_\_\_\_\_,  
(Official Title)

of the \_\_\_\_\_, do hereby certify that the foregoing  
(Name of governing body and MUNICIPALITY)

is a true and correct copy of the Resolution adopted at a regular meeting of the

\_\_\_\_\_, held the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Name of governing body)

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
(Signature and designation of official title)

**RESOLUTION NO. 2020-96**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AUTHORIZING THE EXECUTION OF A GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT KEYSTONE COMMUNITIES PROGRAM FOR THE VALLEY RUN STREAM BANK STABILIZATION AT 790 ROBINHOOD ROAD**

**WHEREAS**, the gabion baskets installed as part of a previous Township of Radnor (“Township”) project failed during Tropical Storm Isaias, endangering the dwelling at 790 Robinhood Road; and,

**WHEREAS**, the Township approved short-term repairs to the stream bank at 790 Robinhood Road, while a permanent solution can be designed and permitted; and,

**WHEREAS**, the Township authorized Gannett Fleming to perform design and permitting for the retaining walls or culvert extension, at a cost of \$145,000 to stabilize the Valley Run stream bank at 790 Robinhood Road; and,

**WHEREAS**, the Township desires to request a Keystone Communities Program (KCP) grant of \$500,000.00 from the Department of Community and Economic Development (DCED) to be used for the Valley Run Stream Bank Stabilization Project at 790 Robinhood Road; and,

**NOW THEREFORE, it is hereby RESOLVED** that the Radnor Township Board of Commissioners authorizes a Keystone Communities Program grant application from the Department of Community and Economic Development in the amount of \$500,000 to be used to stabilize the Valley Run stream bank at 790 Robinhood Road.

**SO RESOLVED this 14th day of September, 2020.**

**RADNOR TOWNSHIP**

By: \_\_\_\_\_  
Name: Jack Larkin  
Title: President

ATTEST: \_\_\_\_\_  
William M. White  
Township Manager / Secretary

# Radnor Township



## PROPOSED LEGISLATION

**DATE:** September 8, 2020

**TO:** Board of Commissioners

**FROM:** Steve Norcini, P.E., Township Engineer  
Robert V. Tate, CPA, Finance Director

**LEGISLATION:** Resolution #2020-96 Authorizing the Execution of a Grant Application to the Pennsylvania Department of Community and Economic Development Keystone Communities Program (DCED KCP) for the Valley Run Stream Bank Stabilization at 790 Robinhood Road in the amount of \$500,000. Township Staff will administer and prepare the necessary grant documentation.

**LEGISLATIVE HISTORY:** This is the first legislative action on this topic.

**PURPOSE AND EXPLANATION:** Radnor Township has the opportunity to execute a grant application through the DCED KCP Program due to the scope and nature of the Valley Run Stream Bank Stabilization at 790 Robinhood Road project. The project includes emergency stream bank repair and permanent improvements to the stream bank which includes the replacement and extension of the wall 25 feet past the footprint of the house utilizing a prefabricated modular retaining wall system or reinforced concrete wall, incorporating a 6" sewer pipe. An alternate option includes the extension the existing culvert in-kind, to a point at least 25 feet past the residence.

**FISCAL IMPACT:** Project Costs include costs for the emergency work and costs for permanent improvement. The options include:

Emergency

Estimated Engineering Cost: \$10,000

Final Construction Cost: \$112,044.78

Permanent Improvement

*Wall option*

Estimate engineering cost: \$100,000

Estimated cost: \$310,000 (Recommended Alternative – Prefabricated Modular Wall)

Estimated cost: \$440,000 (Reinforced Concrete Wall)

Estimated Inspection & Construction Management: \$30,000

*Culvert extension option*

Estimated engineering cost: \$145,000

Estimated cost: \$580,000 (Extension of culvert in-kind)

Estimated Inspection & Construction Management: \$40,000

This DCED KCP program application has been earmarked as a state legislative initiative. As such, the 1:1 matching requirements have been waived. The DCED KCP will fund \$500,000 of the total project costs, as allocated by their sponsor, and the Township will be required to secure the remaining project costs.

**RECOMMENDED ACTION:** The Administration respectfully requests the Board to approve Resolution #2020-96 authorizing the execution of a grant application to DCED KCP grant for the Valley Run Stream Bank Stabilization at 790 Robinhood Road in the amount of \$500,000.

**RESOLUTION NO. 2020-100**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, AUTHORIZING  
PAYMENT OF \$10,254.60 TO CHARLES A. HIGGINS & SONS, INCORPORATED,  
FOR SIGNAL REPAIR WORK AT NORTH WAYNE AND STATION AVENUES**

*WHEREAS*, work was required to repair exposed electrical wires at the traffic signal located at the intersection of North Wayne & Station Avenues

*WHEREAS*, unanticipated work was required to affect this repair

*WHEREAS*, the cost of the unanticipated work was greater than the Township Manager's authority to approve

*NOW, THEREFORE*, be it *RESOLVED* by the Board of Commissioners of Radnor Township does hereby Authorize Payment of \$10,254.60 to Charles A. Higgins & Sons, Incorporated for Signal Repair Work at North Wayne and Station Avenues

*SO RESOLVED* this 14th day of, September, A.D., 2020

**RADNOR TOWNSHIP**

By: \_\_\_\_\_  
Name: John Larkin  
Title: President

ATTEST: \_\_\_\_\_  
William M. White  
Manager/Secretary

# Radnor Township

## PROPOSED LEGISLATION

DATE: April 17, 2020

TO: Radnor Township Board of Commissioners

FROM: Stephen F. Norcini, P.E., Township Engineer

CC: William M. White, Township Manager/Secretary  
Michael Simmons, Acting Director of Public Works  
Leah McVeigh

**LEGISLATION:** Resolution #2020-100: Authorizing Payment of \$10,254.60 to Charles A. Higgins & Sons, Incorporated, for Signal Repair Work at North Wayne and Station Avenues

**LEGISLATIVE HISTORY:** This item has not been before the Board of Commissioners previously.

**PURPOSE AND EXPLANATION:** Charles A. Higgins & Sons, Incorporated (Higgins Electric), the Township's traffic signal contractor, was called to address exposed electrical wires at the signal on the north east corner of the intersection of North Wayne and Station Avenues. The exposed wires presented a hazard, as anyone could touch these live wires.

Not knowing the full extent of the work to be performed, but acting to address the hazard, work begun. As Higgins dove deeper into the issues, it turned out that North Wayne Avenue was excavated to replace conduit and pull new wiring to the signal. This included backhoes, soft dig machines, dump trucks, and flag persons. Our Public Works Department patched the street to reduce costs. After the unanticipated work was completed, the final cost was \$10,254.60, which is above the Manager's ability to approve, the reason we are before the Board of Commissioners.

**IMPLEMENTATION SCHEDULE:** This work has been completed.

**FISCAL IMPACT:** The cost of this work is \$10,254.60 to be paid from account # 01-430-204, Traffic Signals.

**RECOMMENDED ACTION:** We respectfully request the Board of Commissioners of Radnor Township Authorize Payment of \$10,254.60 to Charles A. Higgins & Sons, Incorporated for Signal Repair Work at North Wayne and Station Avenues



**RESOLUTION NO. 2020-102**

**RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,  
PENNSYLVANIA, AUTHORIZING THE PAYMENT FOR EMERGENCY TREE  
REMOVAL AND DEBRIS CLEAN UP**

*WHEREAS*, Section 7.11(D) (1) of the Township Charter allows for emergency expenditures to be made when Board approval is impractical, and provided that such emergency expenditure is promptly thereafter presented to the Board of Commissioners for its approval; and

*WHEREAS*, the Tropical Storm Isaias of Tuesday, August 4 was a powerful rain and wind event and required immediate emergency response

*WHEREAS*, the Township sustained significant tree damage from the storm, causing unsafe conditions throughout the Township, the Radnor Trail, and road closures

*WHEREAS*, the Township needed assistance with the removal and emergency cleanup of the storm debris including the need for an experienced tree crew and proper equipment, including bucket truck, chipper, crane and log truck

*WHEREAS*, Horgan Tree Experts responded to the emergency and removed fallen trees, hangers, wood and debris along the Radnor Trail, and throughout the Township

*WHEREAS*, the September 14, 2020 Board of Commissioners meeting was the first opportunity to bring the matter in front of the Board, pursuant to the Charter

*NOW, THEREFORE*, be it **RESOLVED** the Board of Commissioners of Radnor Township does hereby approve the emergency expenditure of \$25,100.00 to Horgan Tree Experts for the emergency tree removal throughout the Township following the storm of August 4.

**SO RESOLVED** this 14th day of September, A.D., 2020

**RADNOR TOWNSHIP**

By: \_\_\_\_\_

Name: Jack Larkin

Title: President

ATTEST: \_\_\_\_\_

William M. White  
Manager/Secretary

**Radnor Township**  
**PROPOSED LEGISLATION**

DATE: September 4, 2020

TO: Radnor Township Board of Commissioners

CC: William White, Township Manager/Secretary

FROM: Michael Simmons, Acting Director of Public Works

LEGISLATION: Resolution 2020-102: Authorizing the payment for Emergency Tree Removal and Storm Debris Clean Up

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LEGISLATIVE HISTORY: There is no history to this resolution

PURPOSE AND EXPLANATION: The Township was heavily impacted on August 4 by Tropical Storm Isaias, which hit the area causing significant tree damage, flooding, power outages, and unsafe conditions throughout the Township. The Township called in Horgan Tree Experts to assist with emergency tree removal, hanging limb removal and emergency storm debris cleanup. Horgan is an experienced tree company with the equipment and manpower required to do the job including a bucket truck, crane, chipper and log truck.

FISCAL IMPACT: The cost of the emergency tree removal and cleanup will be charged to account 01414000-44110 in the amount of \$25,100.00.

RECOMMENDED ACTION: I respectfully request the Board of Commissioners authorize payment for the emergency storm clean up to Horgan Tree Experts.

Horgan Tree Experts  
 741 Contention Lane  
 Berwyn, PA 19312  
 610-644-1663

HorganTree@gmail.com

**BILL TO:**

Radnor Township  
 301 Iven Avenue  
 Wayne, PA 19087-5297

**JOB SITE:**

DATE	INVOICE #	TERMS
8/7/2020	7257A	Net 10 days

**INVOICE**

Customer Phone	Customer Alt. Phone
610-688-5600	

DESCRIPTION	QTY	RATE	AMOUNT
Remove 24 inch caliper ash tree split overhanging power lines and hung up in maple trees. <i>Remove Mammal Field</i>		2,800.00	2,800.00

THANK YOU FOR YOUR BUSINESS!!

<b>Total</b>	\$2,800.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$2,800.00

*Reg. # 20001270*

Horgan Tree Experts  
 741 Contention Lane  
 Berwyn, PA 19312  
 610-644-1663

HorganTree@gmail.com

<b>BILL TO:</b>
Radnor Township 301 Iven Avenue Wayne, PA 19087-5297

<b>JOB SITE:</b>

DATE	INVOICE #	TERMS
8/7/2020	7258A	Net 10 days

## INVOICE

Customer Phone	Customer Alt. Phone
610-688-5600	

DESCRIPTION	QTY	RATE	AMOUNT
Remove hangers from maple tree along Darby-Paoli road		375.00	375.00

THANK YOU FOR YOUR BUSINESS!!	<b>Total</b>	\$375.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$375.00

*Reg. # 20001269*

Horgan Tree Experts  
 741 Contention Lane  
 Berwyn, PA 19312  
 610-644-1663

HorganTree@gmail.com

**BILL TO:**

Radnor Township  
 301 Iven Avenue  
 Wayne, PA 19087-5297

**JOB SITE:**

DATE	INVOICE #	TERMS
8/7/2020	7259A	Net 10 days

**INVOICE**

Customer Phone	Customer Alt. Phone
610-688-5600	

DESCRIPTION	QTY	RATE	AMOUNT
8/4/20 On call tree crew and bucket clearing various roads throughout township. Clear road on Newtown, remove large hangers and tree blocking road on Darby Paoli near Skunk Hollow. Clear and remove trees blocking road on lthan Creek Road, as well as Woodstock.		4,800.00	4,800.00

THANK YOU FOR YOUR BUSINESS!!

<b>Total</b>	\$4,800.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$4,800.00

*Req # 20001268*

Horgan Tree Experts  
 741 Contention Lane  
 Berwyn, PA 19312  
 610-644-1663

HorganTree@gmail.com

<b>BILL TO:</b>
Radnor Township 301 Iven Avenue Wayne, PA 19087-5297

<b>JOB SITE:</b>

DATE	INVOICE #	TERMS
8/7/2020	7260A	Net 10 days

## INVOICE

Customer Phone	Customer Alt. Phone
610-688-5600	

DESCRIPTION	QTY	RATE	AMOUNT
8/5/20 Tree crew and bucket. Clearing and removing hazardous trees on Radnor Trail from Sugartown Road to Radnor Chester Road.		3,800.00	3,800.00

THANK YOU FOR YOUR BUSINESS!!
-------------------------------

<b>Total</b>	\$3,800.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$3,800.00

*Reg. # 20001267*

Horgan Tree Experts  
 741 Contention Lane  
 Berwyn, PA 19312  
 610-644-1663

HorganTree@gmail.com

<b>BILL TO:</b>
Radnor Township 301 Iven Avenue Wayne, PA 19087-5297

<b>JOB SITE:</b>

<b>DATE</b>	<b>INVOICE #</b>	<b>TERMS</b>
8/7/2020	7261A	Net 10 days

**INVOICE**

Customer Phone	Customer Alt. Phone
610-688-5600	

DESCRIPTION	QTY	RATE	AMOUNT
8/5 and 8/6/20 Remove 2 large red oak trees on Yorkshire. Remove all wood and debris. Remove downed trees blocking Godfrey Road. Repaired gum tree and hangers on Yorkshire.		5,900.00	5,900.00

THANK YOU FOR YOUR BUSINESS!!

<b>Total</b>	\$5,900.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$5,900.00

*Req. 20001265*





Horgan Tree Experts  
 741 Contention Lane  
 Berwyn, PA 19312  
 610-644-1663

HorganTree@gmail.com

**BILL TO:**  
 Radnor Township  
 301 Iven Avenue  
 Wayne, PA 19087-5297

**JOB SITE:**

DATE	INVOICE #	TERMS
9/3/2020	7304A	Net 10 days

**INVOICE**

Customer Phone	Customer Alt. Phone
610-688-5600	

DESCRIPTION	QTY	RATE	AMOUNT
Grind stump at 222 Highland Avenue.		225.00	225.00
Grind stump at Crestview Road.		875.00	875.00
Grind stump at 318 Bailey Road		525.00	525.00
Grind stump - 2 large oak stumps, remove all excess roots and debris, leave level on Yorkshire.		1,600.00	1,600.00

THANK YOU FOR YOUR BUSINESS!!

<b>Total</b>	\$3,225.00
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$3,225.00

**RESOLUTION NO. 2020-95**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AUTHORIZING THE PARTICIPATION IN HOUSTON-GALVESTON AREA COUNCIL'S (H-GAC) COOPERATIVE PURCHASING PROGRAM**

**WHEREAS**, the Township has the opportunity to participate in the Houston-Galveston Area Council (H-GAC) cooperative purchasing program; and,

**WHEREAS**, the H-GAC allows local governments and certain non-profits to contract or agree under the terms of the Texas Interlocal Cooperation Act to make purchases or provide purchasing services and other administrative functions appropriately established by another government entity; and,

**WHEREAS**, the H-GAC requires the execution of the Interlocal Contract for Cooperative Purchasing for agencies to participate as a member of H-GAC's cooperative purchasing program; and,

**NOW THEREFORE, it is hereby RESOLVED** that the Radnor Township Board of Commissioners authorizes the execution of H-GAC's Interlocal Contract for Cooperative Purchasing to allow for the participate in H-GAC's Cooperative Purchasing Program.

**SO RESOLVED this 14th day of September, 2020.**

**RADNOR TOWNSHIP**

By: \_\_\_\_\_  
Name: Jack Larkin  
Title: President

ATTEST: \_\_\_\_\_  
William M. White  
Township Manager / Secretary

# Radnor Township

## PROPOSED LEGISLATION



**DATE:** September 8, 2020

**TO:** Board of Commissioners

**FROM:** Robert V. Tate, Director of Finance

**LEGISLATION:** Resolution #2020-95 Authorizing the Participation in Houston-Galveston Area Council's (H-GAC) Cooperative Purchasing Program.

**LEGISLATIVE HISTORY:** This is the first legislative action on this topic.

**PURPOSE AND EXPLANATION:** Radnor Township ("Township" has the opportunity a participate in the Houston-Galveston Area Council (H-GAC) cooperative purchasing program in order to procure products and services for the Township. H-GAC requires the execution of the Interlocal Contract for Cooperative Purchasing for agencies to participate as a member of H-GAC's cooperative purchasing program. Some products and services available through H-GAC's cooperative purchasing program may be more advantageous than Pennsylvania's CoStars program.

**FISCAL IMPACT:** There is no direct fiscal impact or financial obligation to authorizing the execution of the Interlocal Contract for Cooperative Purchasing.

**RECOMMENDED ACTION:** The Administration respectfully requests the Board to approve Resolution #2020-95 authorizing the execution of the Interlocal Contract for Cooperative Purchasing for agencies to participate as a member of H-GAC's cooperative purchasing program.

# Radnor Township



## PROPOSED LEGISLATION

### INTRODUCTION

**FROM:** Kevin W. Kochanski, Community Development Director  
**SUBJECT:** C-3 District Townhouse Development Ordinance Amendment  
**DATE:** September 9, 2020

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**LEGISLATION:**

Ordinance #2019-15 Amending Chapter 280 of the Radnor Code, Zoning Ordinance, to permit townhouse development within certain areas of the C-3 Zoning District.

**LEGISLATIVE HISTORY:**

This ordinance was previously introduced on December 9, 2019. Since that time, staff has performed a thorough review of the draft ordinance and made a recommendation for a minor change. The word “existing” was added to Section 280-56.A(1).

Delaware County Planning Commission – County staff was supportive of the proposed amendment per their memo dated April 17, 2020.

Radnor Township Planning Commission – The Township Planning Commission recommended approval at their September 8, 2020 meeting. Their recommendation is attached.

**FISCAL IMPACT:**

This ordinance is not expected to have any impact on the Budget.

**RECOMMENDED ACTION:**

The Staff would respectfully recommend that this Ordinance be Introduced on September 14, 2020.

Thank you for your consideration.



**JACK LARKIN**  
*President*  
**LISA BOROWSKI**  
*Vice President*  
**JAKE ABEL**  
**RICHARD F. BOOKER, ESQ.**  
**DAMIEN ENDERLE**  
**SEAN FARHY**  
**MOIRA MULRONEY, ESQ.**

**RADNOR TOWNSHIP**  
**301 IVEN AVENUE**  
**WAYNE, PENNSYLVANIA 19087-5297**

**Phone (610) 688-5600**  
**Fax (610) 971-0450**  
**www.radnor.com**

**WILLIAM M. WHITE**  
*Township Manager*  
*Township Secretary*

**JOHN B. RICE, ESQ.**  
*Solicitor*

**KATHRYN GARTLAND**  
*Treasurer*

August 19, 2020

Linda Hill, Director  
Delaware County Planning Department  
1055 E. Baltimore Pike  
Media, PA

**SUBJECT: PROPOSED ZONING AMENDMENT – RADNOR TOWNSHIP**

Dear Ms. Hill:

Enclosed please find a copy of a proposed Zoning Ordinance amendment for Radnor Township. Please review in accordance with the applicable requirements of the Municipalities Planning Code. The proposed regulations amend our C3 District regulations, Article XIII to allow townhouse developments in certain areas. The most recent change is to add the word "existing" in Section 280-56.A(1). Clean and Red-lined copies have been provided for your review.

This amendment is being provided to you in accordance with MPC Section 609(e); which requires that a copy be provided to the County Planning Agency for recommendations at least 30 days prior to the public hearing.

Sincerely,

Kevin W. Kochanski, RLA, CZO  
Director of Community Development

CC: William White, Township Manager  
John Rice, Township Solicitor  
Steve Norcini, Township Engineer

ORDINANCE NO.

AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AMENDING THE TOWNSHIP ZONING ORDINANCE TO ALLOW TOWNHOUSE DEVELOPMENTS IN CERTAIN AREAS OF THE C-3 SERVICE COMMERCIAL DISTRICT AND TO PROVIDE REGULATIONS THEREFORE

IT IS HEREBY ORDAINED AND ENACTED by the Board of Commissioners of Radnor Township, Delaware County, Pennsylvania as follows:

**Section 1.**

Chapter 280. Zoning

Article I. §280-4 B. Definitions

The definition of Dwelling in §280-4 B. is hereby amended to add a definition of Townhouse which shall read as follows:

**(4) TOWNHOUSE**

*A building containing three (3) or more dwelling units with each dwelling unit designed and occupied exclusively as a residence for one (1) family, having independent outside access, and attached to but separated from adjoining dwellings by not more than two (2) party walls.*

Article X111. C-3 Service Commercial District

§280-54. Purpose and objectives; application of regulations.

A. C-3 Service Commercial Districts make appropriate provision for a wide range of highway-oriented retail, automotive and heavier service-type business activities which ordinarily require main-highway locations and cater to transient as well as to local customers, **and for an appropriate mix of residential and nonresidential uses.** Among the objectives of C-3 Service Commercial Districts are:

**(4) To buffer adjacent existing and proposed residential uses from commercial uses where there is not access to an Arterial highway.**

§280-55. Use regulations.

A detached **nonresidential** building may be erected or used and a lot may be used or occupied for any one of the following **nonresidential** purposes, provided that the use and conversion of any existing dwelling **to a non-residential use** shall comply with the provisions of §280-45.

***Townhouse dwelling units are permitted subject to compliance with the requirements below.***

***I. A townhouse development, provided the site area is located in excess of 450 feet from an arterial street, as defined in §255-6D of the Subdivision and Land Development Ordinance, and is adjacent to or across the street from a Residence District listed in §280-5. Townhouses shall meet the requirements of §280-93.***

***J. Accessory uses, as permitted in §280-47J.***

§280-56. Area and height regulations.

***A. Lot area and width. Every lot shall have a lot area of not less than 30,000 square feet, and such lot shall be not less than 150 feet in width at the building line.***

***(1) Lot area and width exception for townhouses. Each townhouse dwelling unit shall meet the lot and area requirements below, provided that a townhouse development may be located on a single lot provided that the development complies with §280-36 (Special regulations for multiple-dwelling groups) and either the Pennsylvania Planned Community Act or the Pennsylvania Condominium Act, and further provided that each townhouse unit demonstrates compliance with the lot area and width requirements below. Except where exceptions are provided below, townhouses shall comply with the requirements of §280-56.***

---

***Minimum lot area per dwelling unit 3,250 square feet***

***Minimum lot width for  
each group of townhouses  
(3 dwelling units or more)***

***100 feet at building  
setback line***

***Minimum lot width  
for each townhouse***

***20 feet***

***Minimum yards:***

***Front-(from existing curb line)***

***25 feet***

***Side (between buildings)***

***25 feet aggregate, 10 feet minimum  
(between buildings), 10 feet from  
property line for end units***

***Rear***

***25 feet***

***Lot Coverage***

***60% maximum impervious surface***

***\*Key- Bold and Italics = Proposed Additions to Code***

**Section 2.** Repealer. All ordinances or parts of ordinances which are directly inconsistent herewith are hereby repealed.

**Section 3.** Severability. If any section, paragraph, subsection, clause or provision of this Ordinance shall be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part thereof other than that portion specifically declared invalid.

**Section 4.** Effective Date. This Ordinance shall become effective in accordance with the Home Rule Charter of Radnor Township.

**ENACTED** and **ORDAINED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**RADNOR TOWNSHIP  
BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Name: Jack Larkin, Esquire  
Title: President

ATTEST: \_\_\_\_\_  
Secretary



ORDINANCE NO.

AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AMENDING THE TOWNSHIP ZONING ORDINANCE TO ALLOW TOWNHOUSE DEVELOPMENTS IN CERTAIN AREAS OF THE C-3 SERVICE COMMERCIAL DISTRICT AND TO PROVIDE REGULATIONS THEREFORE

IT IS HEREBY ORDAINED AND ENACTED by the Board of Commissioners of Radnor Township, Delaware County, Pennsylvania as follows:

**Section 1.**

Chapter 280. Zoning

Article I. §280-4 B. Definitions

The definition of Dwelling in §280-4 B. is hereby amended to add a definition of Townhouse which shall read as follows:

**(4) TOWNHOUSE**

*A building containing three (3) or more dwelling units with each dwelling unit designed and occupied exclusively as a residence for one (1) family, having independent outside access, and attached to but separated from adjoining dwellings by not more than two (2) party walls.*

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§280-54. Purpose and objectives; application of regulations.

A. C-3 Service Commercial Districts make appropriate provision for a wide range of highway-oriented retail, automotive and heavier service-type business activities which ordinarily require main-highway locations and cater to transient as well as to local customers, **and for an appropriate mix of residential and nonresidential uses.** Among the objectives of C-3 Service Commercial Districts are:

**(4) To buffer adjacent existing and proposed residential uses from commercial uses where there is not access to an Arterial highway.**

§280-55. Use regulations.

A detached **nonresidential** building may be erected or used and a lot may be used or occupied for any one of the following **nonresidential** purposes, provided that the use and conversion of any existing dwelling **to a non-residential use** shall comply with the provisions of §280-45.

*Townhouse dwelling units are permitted subject to compliance with the requirements below.*

*I. A townhouse development, provided the site area is located in excess of 450 feet from an arterial street, as defined in §255-6D of the Subdivision and Land Development Ordinance, and is adjacent to or across the street from a Residence District listed in §280-5. Townhouses shall meet the requirements of §280-93.*

*J. Accessory uses, as permitted in §280-47J.*

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---

*Minimum lot area per dwelling unit 3,250 square feet*

*Minimum lot width for  
each group of townhouses  
(3 dwelling units or more)*

*100 feet at building  
setback line*

*Minimum lot width  
for each townhouse*

*20 feet*

*Minimum yards:*

*Front (from existing curb line)*

*25 feet*

*Side (between buildings)*

*25 feet aggregate, 10 feet minimum  
(between buildings), 10 feet from  
property line for end units*

*Rear*

*25 feet*

*Lot Coverage*

*60% maximum impervious surface*

*\*Key- Bold and Italics = Proposed Additions to Code*

**Section 2.** Repealer. All ordinances or parts of ordinances which are directly inconsistent herewith are hereby repealed.

**Section 3.** Severability. If any section, paragraph, subsection, clause or provision of this Ordinance shall be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part thereof other than that portion specifically declared invalid.

**Section 4.** Effective Date. This Ordinance shall become effective in accordance with the Home Rule Charter of Radnor Township.

**ENACTED** and **ORDAINED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**RADNOR TOWNSHIP  
BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Name: Jack Larkin, Esquire  
Title: President

ATTEST: \_\_\_\_\_  
Secretary

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# RADNOR TOWNSHIP

ENGINEERING DEPARTMENT




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## Memorandum

Date: September 8, 2020

To: Board of Commissioners

From: Stephen F. Norcini, Township Engineer 

CC: Planning Commission, Kevin Kochanski, Mary Eberle, Esq.

RE: C-3 Zoning Ordinance

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The Planning Commission unanimously (4-0) recommended approval of the amended zoning ordinance to allow townhouse developments in certain areas of the C-3 Service Commercial District.



## DELAWARE COUNTY PLANNING DEPARTMENT

1055 E. Baltimore Pike – Suite 100  
Media, PA 19063

Phone: (610) 891-5200

Email: [planning\\_department@co.delaware.pa.us](mailto:planning_department@co.delaware.pa.us)

### COUNCIL

BRIAN P. ZIDEK  
CHAIRMAN

DR. MONICA TAYLOR  
VICE CHAIR

KEVIN M. MADDEN  
ELAINE PAUL SCHAEFER  
CHRISTINE A. REUTHER

LINDA F. HILL  
DIRECTOR

April 17, 2020

Mr. William White  
Radnor Township  
301 Iven Avenue  
Wayne, PA 19087-5297

RE: Name of Petition: Townhomes in C-3 District  
DCPD File No.: ZA-34-7516-20  
Petitioner: Radnor Township  
Recv'd in DCPD: February 26, 2020

Dear Mr. White:

In accordance with the provisions of Section 609 of the Pennsylvania Municipalities Planning Code, the above described proposal has been sent to the Delaware County Planning Commission for review. At a meeting held on April 16, 2020, the Commission took action as shown in the recommendation of the attached review.

Please refer to the DCPD file number shown above in any future communications related to this application.

Very truly yours,

Linda F. Hill  
Director



1055 E. Baltimore Pike

Media, PA 19063

Phone: (610) 891-5200

Email: [planning\\_department@co.delaware.pa.us](mailto:planning_department@co.delaware.pa.us)

Date: March 19, 2020

File No.: ZA-34-7516-20

PETITION: Townhomes in C-3 District

DATE OF PETITION: February 26, 2020

PETITIONER: Radnor Township

MUNICIPALITY: Radnor Township

TYPE OF REVIEW: Zoning text

PROPOSAL: Amend the text of the Township zoning ordinance to allow townhouses within the C-3 district

RECOMMENDATIONS: Approval

STAFF REVIEW BY: Michael A. Leventry

REMARKS:

### ZONING TEXT AMENDMENT

The proposal is to change the zoning code to amend the text of the Township zoning ordinance to allow townhouses within the C-3 district.

### PROPOSED AMENDMENT

Townhouse definition: The proposed petition modifies the code by adding a townhouse definition with stipulations regarding number of party walls and access.

C-3 District regulations: Criteria will be added to add townhouses within the district's purpose statement as well as within the district's uses. It also stipulates a 450' buffer from arterial roadways. Area and bulk regulations are adjusted to include specific provisions for townhouse developments.



Date: March 19, 2020  
File No.: ZA-34-7516-20

REMARKS (continued):

**COMPREHENSIVE PLAN**

The proposed amendment appears to be consistent with Objective #7 within Radnor's Comprehensive Plan Update, Section 3 - Housing, Demographics, and Socioeconomics which states: "Encourage mixed-use districts as a means of increasing the housing supply while promoting diversity and neighborhood vitality".

**TEXT AMENDMENT FINDINGS**

Staff supports the proposed amendment as it will encourage mixed-use development that will be walkable to neighborhood commercial amenities.

**ADOPTION**

In accordance with Section 609(g) of the PA Municipalities Planning Code, an executed copy of the amendment must be forwarded to the County Planning Department within thirty (30) days of enactment.

**RESOLUTION NO. 2020-94**

**RADNOR TOWNSHIP**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, APPROVING THE PURCHASE OF EQUIPMENT FOR THE TOWNSHIP'S WATER RESCUE VEHICLE IN A TOTAL AMOUNT OF \$37,777.16.**

*WHEREAS*, the Radnor Township Police Department is in need of upgrading the equipment for the Township's water rescue vehicle for use by Radnor Township Police for high water rescues; and

*WHEREAS*, the Township has received a quote in the amount of \$37,777.16 through the COSTARS program for the purchase of the upfitting equipment for the Township's water rescue vehicle, including, paint, lighting, light bar, siren, rear lift gate, radios and intercom system.

*NOW, THEREFORE*, it is hereby *RESOLVED* that the Radnor Township Board of Commissioners does hereby approve the purchase of the upgraded equipment for the Township's water rescue vehicle from J-Tech and Tryon Emergency Vehicle Upfitters in the amount of \$37,777.16.

*SO RESOLVED*, at a duly convened meeting of the Board of Commissioners conducted on this 14<sup>th</sup> day of September, 2020.

RADNOR TOWNSHIP

By: \_\_\_\_\_

Name: Jack Larkin

Title: President

ATTEST: \_\_\_\_\_

William White, Secretary



**RESOLUTION NO. 2020-103**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AUTHORIZING THE DISTRIBUTION OF 2019 EXCESS FUND BALANCE IN THE AMOUNT OF \$446,000 TO THE CAPITAL IMPROVEMENT FUND**

*WHEREAS*, article §44.10 of the Radnor Township Code establishes a Fund Balance Policy for the General Fund; and

*WHEREAS*, article §44.10(F)(3)(c) outlines the approved purposes for which excess fund balance may be allocated including one-time expenditures that do not increase recurring operating costs; and

*WHEREAS*, the Board of Commissioners entered an agreement with Lower Merion Township to share in the costs of improving the intersection of Montrose and County Line road with an estimated cost to Radnor Township of \$270,000; and

*WEREAS*, the Board of Commissioners included bond funding in 2016 and 2019 for the completion of the Harford Trail Project. Upon completion of the bidding requirements, the project requires \$112,000 in additional dollars to fund its completion; and

*WHEREAS*, Main Line School Night, the leasee of the Township owned Creutzburg Center, approached the Township requesting funds in the amount of \$64,000 to assist in funding the repointing of the exterior walls at the Center.

*NOW, THEREFORE*, be it hereby *RESOLVED* that the Board of Commissioners of Radnor Township does hereby reallocate 2019 General Fund excess fund balance to the Capital Improvement Fund (#005) as follows:

1. \$270,000 for the Montrose / County Line Signal Improvement
2. \$112,000 for the Harford Trail Project
3. \$64,000 for the Creutzburg Center exterior repointing work

*SO RESOLVED*, this 14<sup>th</sup> day of September, A.D. 2020.

RADNOR TOWNSHIP

By: \_\_\_\_\_  
Name: Jack Larkin, Esq  
Title: President

ATTEST: \_\_\_\_\_  
Name: William M White  
Title: Township Manager / Secretary

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INTEROFFICE MEMORANDUM

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**TO:** BOARD OF COMMISSIONERS  
**FROM:** WILLIAM WHITE, TOWNSHIP MANAGER  
**SUBJECT:** NEEDED CAPITAL FUNDING RECOMMENDATION  
**DATE:** FEBRUARY 24, 2020 [Project Amounts Updated September 8, 2020]  
**CC:** PEGGY HAGAN, EXECUTIVE ASSISTANT



Finance  
Department

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Over the past month, there have been three projects requiring funding that either wasn't included in the 2020 budget or where bids came in over what is available. This memorandum will summarize those three project situations and present an idea that will fund them. If approved by the Board, legislation memorializing the decision will be on the March 9, 2020 agenda.

Project Summaries:

1. **Harford Trail:** Amount needed **\$112,000** | Situation Summary: The Township has \$316,985 available and bids came in at \$348,009. The amount needed will cover the bid shortfall plus estimated inspections at \$23,000 and contingencies at \$57,000. In terms of process, proceeding as designed is important to this project because of the easement agreement needed from Brandywine. If the plans are altered, a new easement agreement would be necessary and will (a) require us to reject current bids, (b) redesign the trail, (c) obtain a new easement agreement, (d) rebid, (e) then award the project.
2. **Montrose / County Line Signal:** Amount needed **\$270,000** | Situation Summary: As presented at the January 27 meeting, this project will add a much-needed signal at Montrose / County Line. The total project cost is estimated to be \$530,000 with Lower Merion Township paying for roughly half (\$260,000). The need for funding is important because Lower Merion Township, based on an understanding that the Township was funding our half, has already allocated funds and are ready to proceed with design. The project timing will allow the Township to seek grant funding, which could offset the amount needed. If a grant were to be awarded, the amount needed would be available for future capital projects. If no grant is awarded, then the Township is ready to go with its portion of the funding needed.
3. **Creutzburg Center:** Amount needed **\$64,000** | Situation Summary: Main Line School Night approached the Township during the 2020 budget discussions in October / November and requested this amount to assist in the repointing of exterior walls at the Creutzburg Center (a building owned by the Township). Given the fact the MLSN is funding a considerable portion of the improvements and given the modest amount requested to assist in completing the project, we've included it for consideration with this request.

Funding Proposal:

Attached is the 2019 General Fund operating summary emailed to the Board on January 22, 2020. As described in the email, the General Fund ended 2020 with an unaudited, cash surplus of **\$574,045**. I am recommending that the Board approve the transfer of these funds to the appropriate Capital Fund and appropriate from this transfer, the amounts needed for the three projects listed above. The excess transfer amount, over the amounts needed for these three projects, will remain in the capital fund and be available for other project variances/ needs.

Unless directed otherwise, we will have legislation placed on the March 9, 2020 agenda memorializing the transfer of funds and the appropriation amendments.

## William White

---

**From:** William White  
**Sent:** Wednesday, January 22, 2020 4:29 PM  
**To:** All - Board of Commissioners  
**Cc:** Robert Zienkowski; Jennifer DeStefano; Robert Tate; All - Dept Heads  
**Subject:** 2019 General Fund Operating Results  
**Attachments:** General Fund Operating Dashboard -- December 31, 2019.pdf

Good Evening Commissioners,

The Finance Department has completed our year-end processing and reconciliation. I wanted to share with you the unaudited, cash-basis results for the General Fund. As we discussed during the budget process, despite lagging business tax revenues, we **finished 2019 with an operating surplus of \$574,045**. This amount fell short of the last estimate shown in the 2020 Budget document due to December revenues falling short of expectations. Attached, please find an updated General Fund Operating Dashboard that includes actual results from 2015 – 2019, along with our 2020 Budget. As you will see, we ended 2019 with \$8,804,319 in General Fund Cash and a fund balance of \$9,473,955 (unaudited / cash-basis).

That said, shifting gears to our Fund Balance compliance, we won't know with absolute certainty until the audited financial statements are published in late May because the policy dictates that the Township retain 15% (or 25%) of *Fund Balance* (not cash balance). However, it does appear that the 2019 balance will be in compliance with the required 25% as indicated on the table below:

	2019 Actual	2020 Budgeted
General Fund Cash Balance	\$8,804,319	\$8,542,721
General Fund Expenditures	34,476,399	36,421,735
Fund Balance Requirement:		
15% - Best Practice Level	5,171,460	5,463,260
10% - Business Tax Reliance Mitigation	3,447,640	3,642,174
<b>Total Fund Balance Requirement</b>	<b>8,619,100</b>	<b>9,105,434</b>
<b>General Fund Ending Fund Balance</b>	<b>9,473,955</b>	<b>9,852,088</b>
<b>Excess / (Shortfall)</b>	<b>854,855</b>	<b>746,654</b>

My interpretations of the results:

1. Any time we can end with a black bottom line, it's good news. Real simply, the reason for the surplus was building permitting activity and realty transfer revenues, both of which more than made up for the business tax shortfall.
2. Fund balance is higher than cash because of accrual, reporting requirements, and other non-cash related activity and is the best indicator of a fund's fiscal health. However, the two balances should be looked at together since this is a cash business. While it appears that we have some excess that can be used for [capital] or offsetting long-term liabilities, we will want to be sure that cash is sufficient. Those amounts won't be absolute until after we complete the audited financial statements in late May.

Please let me know if you have any questions.

Thank you,  
Bill

William M. White, MBA | Assistant Township Manager & Finance Director  
Radnor Township | 301 Iven Ave | Wayne, PA 19087 | 610.688.5600 ext 127  
[www.radnor.com](http://www.radnor.com)



**RESOLUTION NO. 2020-99**

**A RESOLUTION OF RADNOR TOWNSHIP,  
DELAWARE COUNTY, PENNSYLVANIA,  
AUTHORIZING THE AWARD OF THE CONTRACT FOR  
CONSTRUCTION OF THE HARFORD TRAIL AND  
STORMWATER MANAGEMENT FACILITIES  
TO G & B CONSTRUCTION GROUP, INC.,  
IN THE AMOUNT OF \$348,008.77**

*WHEREAS*, the Radnor Township wishes to construct the trail and stormwater management improvements at Harford Park; and

*WHEREAS*, G & B Construction is the lowest qualified bidder.

*NOW, THEREFORE*, be it **RESOLVED** by the Board of Commissioners of Radnor Township does hereby Authorize the Award of the Contract for Construction of Harford Trail and Stormwater Management Facilities to G & B Construction Group, Inc., in the amount of \$348,008.77.

**SO RESOLVED** this 14<sup>th</sup> day of September, A.D., 2020.

**RADNOR TOWNSHIP**

By: \_\_\_\_\_  
Name: Jack Larkin  
Title: President

ATTEST:

\_\_\_\_\_  
William M. White  
Manager/Secretary

**Radnor Township**  
**PROPOSED LEGISLATION**

DATE: September 8, 2020  
TO: Radnor Township Board of Commissioners  
FROM: Dennis P. Capella, Engineering Project Manager  
CC: William M. White, Township Manager  
Stephen F. Norcini, P.E., Township Engineer

**LEGISLATION: Resolution #2020-99: Authorizing the Award of the Contract for Construction of Harford Trail and Stormwater Management Facilities to G & B Construction Group, Inc., in the amount of \$348,008.77**

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**LEGISLATIVE HISTORY:** This item has not been before the Commissioners previously.

**PURPOSE AND EXPLANATION:** Bids were previously opened for this project on 1/17/2020. All bids exceeded the budgeted construction amount of \$280,000 by at least 33%. Furthermore, the project required review by the Shade Tree Commission. After STC review and resulting project revision, the project was rebid, and bids were opened on 8/13/2020. The apparent low bidder's price was \$337,176.47. However, that bidder did not submit the bid form within in the required period as required in the Invitation To Bid. A notice, dated 9/1/2020, was sent to the apparent low bidder stating the resulting disqualification. The apparent second low bidder's, G & B Construction's, price is \$348,008.77 (documents attached), approximately \$30,000 below the low bid amount for the first bid.

**IMPLEMENTATION SCHEDULE:** Upon approval by the Board of Commissioners, G & B Construction will be notified of the award of the contract.

**FISCAL IMPACT:** The project cost is to be funded by the General Obligation Bond, although it exceeds the budgeted construction amount by 25%.

**RECOMMENDED ACTION:** *Staff requests the Board of Commissioners of Radnor Township to authorize the Award of the Contract for Construction of Harford Trail and Stormwater Management Facilities to G & B Construction Group, Inc., in the amount of \$348,008.77.*

**SECTION 004100 – BID FORM**

Date:

8/13/2020

BID TO: Radnor Township  
301 Iven Avenue  
Wayne, PA 19087

herein called Owner

BID FROM:

G2B CONSTRUCTION GROUP INC  
632 NASHVILLE RD  
WILLOW GROVE, PA 19090

herein called Bidder

- This Bid Form is submitted in accordance with the Invitation for Bid (and all associated attachments) on the HARFORD ROAD TRAIL.

Having carefully examined the Contract Documents, comprising the Plans, Specifications and all Documents bound therewith, together with all Addenda and Bulletins thereto, and being familiar with the various conditions affecting the work, the undersigned herein agrees to furnish all material, perform all labor and do all else necessary to complete the Contract Work, in accordance with said Contract Documents.

In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:

1. This Bid will remain subject to acceptance for sixty (60) days after the day of Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner;
2. The Owner has the right to reject this Bid;
3. Bidder accepts the provisions of the Instructions to Bidders regarding disposition of Bid Security;
4. Bidder will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within 10 days after the date of Owner's Notice of Award;
5. Bidder has examined copies of all of the Bidding Documents;
6. Bidder has visited the site and become familiar with the general, local, and site conditions;
7. Bidder is familiar with federal, state and local laws and regulations;
8. Bidder has correlated the information known to the Bidder, information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents;
9. This Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, organization or corporation and is not submitted in conformity with an agreement or rules of a group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited another Bidder to submit a false Bid; Bidder has not solicited or induced a person, firm, or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself an advantage over another Bidder or over the Owner.
10. The Bidder hereby acknowledges receipt of the following Addenda and has prepared this Proposal accordingly:

<u>Addendum No.</u>	<u>Date Received</u>
<u>1</u>	<u>JULY 21st, 2020</u>
<u>2</u>	<u>AUGUST 12th, 2020</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

11. The undersigned Bidder offers to furnish all labor, superintendence, materials, supplies, equipment, plant and other facilities, utilities and all things necessary or proper for, and to perform all Work (as defined in the General Conditions) necessary or incidental to the above stated Project, complete in every respect, in strict accordance with the Contract Documents (as defined in the General Conditions) and any future changes therein as provided in the Project Manual, and to perform all other obligations imposed by the Contract Documents for the following prices named in the following schedule:

BASE BID

TOTAL BASE BID, ITEMS 1 THROUGH 32, INCLUSIVE  
three hundred forty eight thousand (\$348,008) &  
eight dollars and eighty cents



SCHEDULE OF PRICES					
CONTRACT LINE ITEM NUMBER (CLIN)	CONTRACT LINE ITEM (CLI) TITLE	Estimated Quantity	Unit of Measure	Unit Price	Total Price
1	Mobilization	1	LS	7000	7000
2	Layout	1	LS	7500	7500
3	Field Engineering	1	LS	5000	5000
4	Geotechnical Testing Agency	1	LS	5000	5000
5	Construction Gate	1	EA	1900	1900
6	Temp. 4' Orange Plastic Construction Fence	3,022	LF	3.18	9609.96
7	Tree Protection Fence	987	LF	29.38	29998.06
8	Tree & Stump Removal (less than 6" DBH)	37	EA	290	10730
9	Tree & Stump Removal	17	EA	300	5100
10	Tree Pruning for Risk Management	26	EA	200	5200
11	Clearing and Grubbing	1	LS	5000	5000
12	Demolition and Removal of Existing stormwater pipes	1	LS	14999	14999
13	Stabilized Rock Construction Entrance	1	EA	4500	4500
14	Erosion control blanket	897	SY	14	12558
15	12" DIA Compost sock	1,418	LF	10	14180
16	R-5 Rip Rap Outfall Protection (including geotextile)	48	CY	200	9600
17	30" Watertight N-12 HDPE storm pipe (including excavation, backfill and bedding)	755	LF	112	84560
18	5' Shallow Precast Manhole	1	EA	3900	3900
19	5' Precast Manhole	2	EA	4400	8800
20	6' Precast Manhole	1	EA	8400	8400
21	30" Concrete Endwall with Trash Rack	1	EA	5900	5900
22	Trail (4" Mulch, 4" PENNDOT 2A Aggregate, Non-Woven Geotextile)	779	SY	225	7205.75
23	Tree Replacement - 2.5" DBH Black Gum	2	EA	545	1090
24	Tree Replacement - 2.5" DBH River Birch	2	EA	490	980
25	Tree Replacement - 2.5" DBH Rutgers Pink Dogwood	2	EA	500	1000
26	Tree Replacement - 2.5" DBH Willow Oak	1	EA	600	600
27	Site Restoration - (includes restoration of grades, placement of 6" stockpiled TOPSOIL, compost amendment, plantings, seed, and permanently stabilize per plan)	4,724	SY	3	14172
28	Clean Imported Backfill (hauled, placed and compacted)	300	CY	25	7500
29	Cut Spoil From Storm Pipe Excavation (placed and compacted)	225	CY	132.2	29745
30	Cut Spoil From Grading (placed and compacted)	200	CY	112.5	22500
31	Flowable Fill (hauled, placed and compacted)	2	CY	500	1000
32	Traffic Control	1	LS	3999	3999
Total Price for Contract Line Items 1 to 32, inclusive				\$	-

348,008.77

MELIORA DESIGN  
MAY 2020

HARFORD ROAD TRAIL  
RADNOR TOWNSHIP

INDIVIDUAL

An individual doing business under the firm name of:

\_\_\_\_\_

Address: \_\_\_\_\_

Individual's Name: \_\_\_\_\_ (Sign)

\_\_\_\_\_ (Type)

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

PARTNERSHIP

Partners trading and doing business under the firm name of:

\_\_\_\_\_

Address: \_\_\_\_\_

Partners' Names: \_\_\_\_\_ (Sign) \_\_\_\_\_ (Sign)

\_\_\_\_\_ (Type) \_\_\_\_\_ (Type)

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

CORPORATION

Name: G & B CONSTRUCTION GROUP INC

Address: 632 DAVISVILLE RD, WILLOW GROVE, PA 19090

A corporation organized under the laws of (state): PA

Officer: Andreea Ambros (Sign)

ANDREEA AMBROS (Type)

Witness: Andrew Ambros (Secretary) Date: 8/13/2020

(CORPORATE SEAL)

**NONCOLLUSION AFFIDAVIT**

State of PA :

HARFORD ROAD TRAIL  
CONTRACT #B-20-005

County of MONTGOMERY : s.s.

I state that I am PRESIDENT (Title) of G&B CONSTRUCTION GROUP INC (Name of Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and, officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) G&B CONSTRUCTION (Name of Firm) its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that G&B CONSTRUCTION (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied on by Radnor Township in awarding the contract(s)/ purchase order(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Purchasing Agency of the true facts relating to the submission of this bid.

Andrea Ambros  
(Signature)

ANDREEA AMBROS  
(Signatory's Name)

PRESIDENT  
(Signatory's Title)

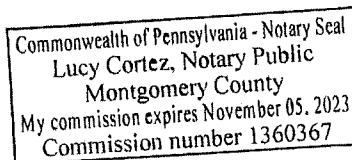
SWORN TO AND SUBSCRIBED

BEFORE ME THIS 13<sup>th</sup> DAY

OF August 20 20

Lucy Cortez  
Notary Public

My Commission Expires 11.05.2023





5. When Organized: 08/31/2013

6. If a corporation: PA

6.1 Date of incorporation: 08/31/2013

6.2 State of incorporation: PA

6.3 President's name: ANDREEA AMBRUS

6.4 Vice-presidents name(s): ANDREEA AMBRUS

7.1 How many years have you been engaged in the contracting business under your present firm or trade name?

7

7.2 Under what other or former names has your organization operated?

NA

8. Contracts in progress: (schedule these, showing amount of each contract and the appropriate anticipated time of completion.)

SEE ATTACHED

9. General character of work performed by your company:

CONCRETE, MASONRY, SITEWORK, EXCAVATION.

10. Have you ever failed to complete any work awarded to you? If so, where and why?

NO

11. Have you ever defaulted on a contract or are you a party to any legal proceeding alleging breach of contract or warranty? If so, where and why?

NO

12. List the more important similar projects in size and complexity completed by your company, in the past ten years, stating the approximate cost of each, and the month and year completed.

SEE ATTACHED

13. List your major equipment available or this contract.

SEE ATTACHED

14. Experience in construction work similar in scope of this project

2 YEARS AS G.E.

15. Background and experience of the principal members and employees of your organization, including officers.

OVER 150 YEARS OF COMBINED CONSTRUCTION EXPERIENCE.

16. Credit available: \$ 200,000

17. Bank Reference: HVB

MICHELE FERRARO 215-800-0447

18. Name of Bonding Company and address of agent:

SURETY BOND ASSOCIATES  
610-617-1052

19. Provide a copy of a Financial Statement (showing current assets, net fixed assets, other assets, current liabilities, and other liabilities).

AVAILABLE UPON REQUEST

We have attempted to answer all questions in a full and complete manner to assure that our answers are not in any respect misleading, either by expressing ourselves in a misleading or ambiguous manner or omitting information. We recognize Radnor Township will be relying on the accuracy of the information and our responses in this questionnaire in deciding whether to permit us to bid and in awarding work to our Company.

Dated at WILLOW GROVE, PA this 13TH day of AUGUST, 20 20

Name of Company: GRB CONSTRUCTION GROUP INC

Completed by: ANDREEA AMBRUS (Must be an officer of the company)

Title: PRESIDENT

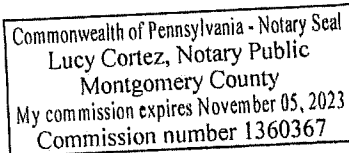
Signature: Andreea Ambrus

Andreea Ambrus being duly sworn deposes and says that the information provided

herein is true and sufficiently complete so as to not be misleading.

Subscribed and sworn before me this 13th day of August, 20 20

Notary Public: Lucy Cortez My commission expires: 11.05.2023



**CLIENT REFERENCES**

Please list the names, addresses, and telephone numbers, along with a person to contact of a minimum of five municipalities, school districts, or other clients for which you have delivered similar goods and/or services in the past three years. Thank you.

Company Name: G 2 B CONSTRUCTION Date: 8/13/2020

1. SEE ATTACHED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
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3. \_\_\_\_\_

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4. \_\_\_\_\_

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\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**BID SECURITY**

Accompanying this proposal is a certified check, bid bond, or standby bank letter of credit in the amount of 10% of total bid (\$ \_\_\_\_\_), payable to RADNOR TOWNSHIP. The undersigned Bidder agrees that such bid security shall be retained as liquidated damages by the Township should the Bidder, if awarded this Contract, fail to execute this Contract in conformity with the Form of Agreement or Form of Proposal incorporated into these Contract Documents, or should the Bidder fail to furnish any specified Bonds within ten (10) business days after the Township notifies the Bidder that it has been awarded the Contract.

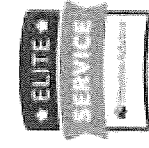
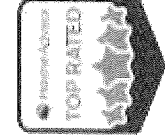
Company Name: G R B CONSTRUCTION GROUP INC  
By (Signature): Andrea Ambros (SEAL)  
Type Name: ANDREA AMBROS  
Title: PRESIDENT  
Date: 08/13/2020

G&B Construction Group Inc  
 632 Davisville Road  
 Willow Grove, PA 19090  
 215-919-6600  
 PA#103542  
 www.GBconstruction.com  
 hello@gbconstruction.com



LIST OF COMPLETED GOVERNMENT PROJECT EXPERIENCE\*

PROJECT NAME	CONTRACT AMOUNT	OWNER/AGENCY	CONTACT NAME	PHONE #
2017 - 2019 Concrete Curb and Sidewalk	\$250,000 (each year)	Upper Dublin Township, Montgomery County	Alessandrini, Ralph Grading Inspector	(215) 643-1600 x3236
2017 Durham Ridge – Concrete Improvements Contract # 15-11009-1	\$68,922	Middletown Township, Bucks County	Larry Young, P.E Township Engineer, Tri-State Engineers & Land Surveyors, Inc	215-357-5950
2017 VA786-16-C-0169 Washington Crossing National Cemetery, Concrete Work	\$52,653	Department of Veterans Affairs	William J. Belknap, Sr., M.B.A. President & CEO aEONRG, LLC	610-517-0242
2018 Yardley-Makefield Branch Concrete Site Work	\$34,980	Bucks County Free Library	Joe Thomson Chief Operating Officer	215-348-0332
2018 CDBG-#2014-10 Acute Respite Handicap Accessibility Rehab	\$62,800	Lenape Valley Foundation	William Shelly Director- Facilities Operations	267-893-5265
2018 LCHA Concrete Sidewalk & Curb Replacement Project	\$294,227.20	Lancaster Housing Authority	Robert Meisl – MK Architects	717-208-3922
2018 Sidewalk Replacement with handicap ramps at Exton Library	\$69,800	County of Chester	Jack Stewart Department of Facilities & Parks	484-889-1186
2019 Bristol Borough ADA ramps	\$172,000	Bristol Borough, Buck County	Jack Snyder, Gilmore & Associates, Inc	215-262-6372
2019 Dresher Rd Concrete Sidewalk	\$59000	Horsham Township	Matt Shinton, Gilmore & Associates, Inc	215-345-4330 x367



G&B CONSTRUCTION GROUP INC | 632 Davisville Rd | Willow Grove, PA 19090 | 215-919-6600

www.GBconstruction.com

2019 Defford/Clyston Roads Retrofit Basin	\$38,427	Worcester County, Montgomery County	Bob D.Husler, Director – Public Works	610-584-1410
2020 Lancaster Avenue – Concrete Curb, Sidewalks and Ramps	\$44,137	Township of Lower Merion	Jerry Adams, Right of Way Coordinator	610-645-6129
2020 Ardsley Wildlife Sanctuary Streambank Restoration	\$59,800	Abington Township	Tom Clack, Construction Service Manager	267-536-1017
Triangle Park Project Contract A – Site Improvements	\$21,322	Rutledge Borough, Delaware County	Charles J. Catania, Jr., PE Borough Engineer	610-532-2884
Church Street Improvements	\$83,478	Borough of Macungie	Robert E. Korp, AICP, LEED AP Barry Isett & Associates, Inc.	610-966-2503
Philmont Avenue Trail Project	\$66,232	Lower Moreland Township	Christopher Hoffman, Township Manager	215-947-3100

*\*Note: In addition to commercial and residential projects each year.*

**LIST OF AWARDED /IN PROGRESS GOVERNMENT PROJECT EXPERIENCE**

PROJECT NAME	CONTRACT AMOUNT	OWNER/AGENCY	CONTACT NAME	PHONE #
Reservoir Park – Stream Restoration	\$173,635.69	Lansdowne Borough	James Carr, P.E. CEDARVILLE Engineering Group, LLC	610-705-4500
Concrete Sidewalk Replacement	\$238,730	City of Allentown	Marie Yurgosky	610-437-7545



LIST OF EQUIPMENT AVAILABLE:

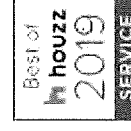
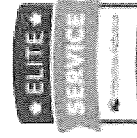
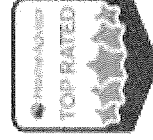
Equipment

Excavators:

- 2017 Hubota Kx040-4R3A
- 2016 Case 580SM
- 2017 Case 580 SN
- 2018 SL ISO AC CAB/HYD QC/H FLOW A (skid steerer)

Heavy Trucks and Dump Trucks:

- 2005 Chevrolet C4500
- 2008 Ford F50
- 2019 FORD F650
- 2007 Mack Dump Truck Granite
- 2007 Mack Dump Truck Granite



**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we G&B CONSTRUCTION GROUP, INC. as Principal, hereinafter called the Principal, and Harco National Insurance Company a corporation duly organized under the laws of the State IL as Surety, hereinafter called the Surety, are held and firmly bound unto Radnor Township as Obligee, hereinafter called the Obligee, in the sum of Ten Percent of Bid Amount -----XX/00 Dollars (\$ 10% ), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents. WHEREAS, the Principal has submitted a bid for Harford Road Trail, Contract #B-20-005

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. This obligation expires sixty (60) days from the effective date of the bid.

Signed and sealed this 14th day of August, 2020

G&B CONSTRUCTION GROUP, INC.  
(Principal) (Seal)

Andrea Ambrus  
Andrea Ambrus (Title) President

Harco National Insurance Company  
(Surety) (Seal)

Denice Marie Franzone  
Denice Marie Franzone, Attorney-in-fact (Title)

## SURETY CONSENT

In consideration of the sum of One Dollar, lawful money of the United States, the receipt whereof is hereby acknowledged, and for other valuable considerations, **Harco National Insurance Company**, a Company existing under the laws of the State of NC and authorized to do business in the State of PA, herein called the Company, consents and agrees that if the contract for **Radnor Township** (Owner) for

**Harford Road Trail, Contract #B-20-005** (Project)

be awarded to **G&B CONSTRUCTION GROUP, INC.** (Bidder)

herein called the Bidder, the Company will execute the final bonds in the full amount set forth in the contract documents and will become bound as Surety for its faithful performance of all obligations of the Bidder.

Signed, sealed and dated this 14th day of August, 2020.

**Harco National Insurance Company**

BY: Denice Marie Franzone  
**Denice Marie Franzone, Attorney-in-Fact**

**POWER OF ATTORNEY**  
**HARCO NATIONAL INSURANCE COMPANY**  
**INTERNATIONAL FIDELITY INSURANCE COMPANY**

Bond # Harco-20-0051

Member companies of IAT Insurance Group, Headquartered: 702 Oberlin Road, Raleigh, North Carolina 27605

KNOW ALL MEN BY THESE PRESENTS: That HARCO NATIONAL INSURANCE COMPANY, a corporation organized and existing under the laws of the State of Illinois, and INTERNATIONAL FIDELITY INSURANCE COMPANY, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

DENICE MARIE FRANZONE, ELLEN M. NEYLAN

Bala Cynwyd, PA

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY and is granted under and by authority of the following resolution adopted by the Board of Directors of INTERNATIONAL FIDELITY INSURANCE COMPANY at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of HARCO NATIONAL INSURANCE COMPANY at a meeting held on the 13th day of December, 2018.

"RESOLVED, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY have each executed and attested these presents on this 31st day of December, 2018



STATE OF NEW JERSEY  
County of Essex

Kenneth Chapman

Executive Vice President, Harco National Insurance Company  
and International Fidelity Insurance Company

STATE OF ILLINOIS  
County of Cook



On this 31st day of December, 2018, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Shirelle A. Outley a Notary Public of New Jersey  
My Commission Expires April 4, 2023

**CERTIFICATION**

I, the undersigned officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day,

August 14, 2020.

A01119

Irene Martins, Assistant Secretary

**HARCO NATIONAL INSURANCE COMPANY**  
1701 GOLF ROAD, SUITE 1-600, ROLLING MEADOWS, IL 60008

STATEMENT OF ASSETS, LIABILITIES, SURPLUS AND OTHER FUNDS

AT DECEMBER 31, 2019

ASSETS

Bonds (Amortized Value) .....	\$69,147,050
Stocks (Preferred Stocks) .....	3,667,057
Stocks (Common Stocks) .....	856,400,268
Cash, Bank Deposits & Short Term Investments .....	49,896,036
Other Invested Assets .....	9,504,574
Unpaid Premiums & Assumed Balances .....	157,529,462
Deferred Premiums, Agents Balances & Installments booked .....	30,396,949
Reinsurance Recoverable from Reinsurers .....	27,228,017
Reinsurance - Funds Held by or deposited with reinsured companies ..	11,368,596
Current Federal & Foreign Income Tax Recoverable & Interest .....	0
Investment Income Due and Accrued .....	1,123,975
Receivables from Parent Subsidiaries & Affiliates .....	895,402
Other Assets .....	0
<b>TOTAL ASSETS .....</b>	<b><u>\$1,217,157,385</u></b>

LIABILITIES, SURPLUS & OTHER FUNDS

Losses (Reported Losses Net as to Reinsurance Ceded and Incurred But Not Reported Losses) .....	\$132,364,505
Reinsurance payable on paid losses & loss adjustment expense .....	19,228,089
Loss Adjustment Expenses .....	31,596,841
Commissions Payable, Contingent Commissions & Other Similar Charges ..	5,971,903
Other Expenses (Excluding Taxes, Licenses and Fees) .....	296,734
Taxes, Licenses & Fees (Excluding Federal Income Tax) .....	1,228,988
Current federal and foreign income taxes .....	724,851
Net Deferred Tax Liability .....	15,645,983
Unearned Premiums .....	98,148,046
Advance Premium .....	402,174
Ceded Reinsurance Premiums Payable .....	83,588,765
Funds held by Company under reinsurance treaties .....	14,318,856
Amounts Withheld by Company for Account of Others .....	5,492,288
Payable to Parent Subsidiaries & Affiliates .....	1,041,121
Other Liabilities .....	542,490
<b>TOTAL LIABILITIES .....</b>	<b><u>\$410,591,634</u></b>
Common Capital Stock .....	\$3,500,004
Gross Paid-in & Contributed Surplus .....	670,781,834
Unassigned Funds (Surplus) .....	<u>132,283,913</u>
Surplus as Regards Policyholders .....	<u>\$806,565,751</u>
<b>TOTAL LIABILITIES, SURPLUS &amp; OTHER FUNDS .....</b>	<b><u>\$1,217,157,385</u></b>

I, David G Pirrung, President of HARCO NATIONAL INSURANCE COMPANY, certify that the foregoing is a fair statement of Assets, Liabilities, Surplus and Other Funds of this Company, at the close of business, December 31, 2019, as reflected by its books and records and as reported in its statement on file with the Insurance Department of the State of Illinois.

IN TESTIMONY WHEREOF, I have set my hand and affixed the seal of the Company, this 28<sup>th</sup> day of February, 2020.  
HARCO NATIONAL INSURANCE COMPANY

*0-15*

SIGNED AND SWORN to before me on this 6<sup>th</sup> day of March, 2020.

*Sherrie L Major*  
NOTARY PUBLIC, STATE OF North Carolina

Sherrie L Major Notary Public Wake County, NC My Commission Expires May 21, 2020
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# Radnor Township



## PROPOSED LEGISLATION INTRODUCTION

**FROM:** Kevin W. Kochanski, Community Development Director  
**SUBJECT:** Emergency Generator Ordinance Amendment  
**DATE:** July 31, 2020

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### **LEGISLATION:**

Ordinance #2020-11 Amending Chapter 280 of the Radnor Code, Zoning Ordinance, adding Section 115.6 establishing installation and setback requirements for Emergency Generators.

### **LEGISLATIVE HISTORY:**

Current ordinance regulations do not specifically address emergency generators for residential or commercial applications. As such, they have been regulated as an accessory structure; which in most residential applications will allow emergency generators to be placed in close proximity to a side or rear property line. Emergency Generators are mechanical equipment that produce noise and could impact adjacent neighbors. Over recent years, Emergency Generators have gained in popularity and the Department occasionally has received complaints. The proposed regulations will still permit their installation but offer a much greater protection for adjacent neighbors.

The draft ordinance provisions have been revised to reflect comments from the June 29, 2020 Board of Commissioners' Community Development Sub-committee meeting.

Delaware County Planning Commission – Once introduced, the ordinance will be sent to the County Planning Commission for review. Comments are expected prior to the adoption hearing.

Radnor Township Planning Commission – Once introduced, the ordinance will be sent to the Township Planning Commission for review. Comments are expected prior to the adoption hearing.

### **FISCAL IMPACT:**

This ordinance is not expected to have any impact on the Budget.

### **RECOMMENDED ACTION:**

The Staff would respectfully recommend that this Ordinance be Introduced on August 10, 2020 and be forwarded to the Township and County Planning Commissions for their review.

Thank you for your consideration.

**ORDINANCE NO. 2020-11**

**AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA AMENDING ARTICLE XX, GENERAL REGULATIONS, OF THE RADNOR TOWNSHIP ZONING ORDINANCE BY PROVIDING INSTALLATION AND SETBACK REQUIREMENTS FOR EMERGENCY GENERATORS**

*NOW THEREFORE, IT IS HEREBY ENACTED AND ORDAINED* by the Board of Commissioners of Radnor Township, as follows:

**Section 1.** Article XX, Section 115 is hereby amended, adding a new subsection to read as follows:

280-115.6 – Emergency Generators

Permanently installed Emergency Generators shall be permitted as an accessory use in all districts in accordance with the following:

- A. Emergency Generators shall not be located closer to the right-of-way line than the front plane of the house. in the front yard.
- B. Emergency Generators shall meet the following minimum side and rear yard requirements based on the Zoning District the property is located:

<u>Zoning District</u>	<u>Setback</u>		<u>Zoning District</u>	<u>Setback</u>
<u>AC</u>	<u>15'</u>		<u>GH-N</u>	<u>7'</u>
<u>R-1</u>	<u>15'</u>		<u>GH-GA</u>	<u>15'</u>
<u>R-1A</u>	<u>15'</u>		<u>GH-CR</u>	<u>15'</u>
<u>R-2</u>	<u>15'</u>		<u>GB-BC</u>	<u>25'</u>
<u>R-3</u>	<u>10'</u>		<u>GH-OS</u>	<u>50'</u>
<u>R-4</u>	<u>7'</u>		<u>C-2</u>	<u>35'</u>
<u>R-5</u>	<u>7'</u>		<u>WBOD</u>	<u>10'</u>
<u>R-5 Multifamily</u>	<u>15'</u>		<u>C-3</u>	<u>25'</u>
<u>R-6</u>	<u>7'</u>		<u>PB</u>	<u>50'</u>
<u>PA</u>	<u>50'</u>		<u>PLO</u>	<u>50'</u>
<u>CO</u>	<u>25'</u>		<u>PI</u>	<u>50'</u>
<u>C-1</u>	<u>35'</u>		<u>PLU</u>	<u>25'</u>

~~for principal structures in the district in which they are located. However, in all cases emergency generators shall be at least 15 feet from any property line.~~

- ~~B. Emergency generators located on residential lots less than 1 acre in size shall be located no further than 10 feet from a side or rear of the principal dwelling unit it is intended to serve.~~

- C. Emergency generators shall only be used in a power outage or emergency situations for the duration of the event; provided, such are operated within the manufacturer's specifications and with all standard noise-reducing equipment in use, unmodified, and in proper operating condition.
- D. Testing or maintenance cycles of emergency generators shall be in accordance with manufacturer's specifications and for only a short duration between the hours of 10:00 a.m. and 5:00 p.m. Monday through Friday.
- E. Standby generators that are permanently wired into load centers shall be in accordance with, but not limited to, the National Electrical Code, the Pennsylvania Uniform Construction Code, UL and the manufacturer's specifications. Such generators shall require a permit with inspection(s).
- F. Portable standby generators not hard-wired permanently into residential electrical load centers do not require UCC or Township permits.

**Section 2.** Severability. If any section, paragraph, sub-section, clause or provision of this Ordinance shall be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part thereof other than that portion specifically declared invalid.

**Section 3.** Repealer. All ordinances inconsistent herewith are repealed to the extent of such inconsistency.

**Section 4.** Effective Date. This Ordinance shall become effective in accordance with the Home Rule Charter of Radnor Township.

**ENACTED AND ORDAINED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

RADNOR TOWNSHIP

By: \_\_\_\_\_  
Name: Jack Larkin  
Title: President

ATTEST: \_\_\_\_\_  
William M. White, Secretary

**ORDINANCE NO. 2020-17**

**AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA REVISING CHAPTER 262 TOWING, ADING NEW DEFINITIONS, FEES AND REGULATIONS FOR PRIVATE AND DUTY TOWERS IN THE TOWNSHIP**

**The Board of Commissioners of Radnor Township does herby ordain as follows.**

**SECTION 1. Chapter 262 Towing, Section 262-1 A., definitions and hooking fees is revised as follows:**

- A. Definitions. As used in this chapter, the following terms shall have the meanings indicated:

**BOARD OF COMMISIONERS** – The governing body of Radnor Township.

**DAY** — Anytime between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday.

**HOOKING** - Having at least two wheels of the towed vehicle lifted from the ground

**LICENSE REGISTRATION DATES**- Applications for private and or duty towers will be available on the Township website. Open registration for all towers shall be November 1 through December 31. All licenses shall be mailed out in the third week of January. Private tow licenses shall be good for one year and duty tow licenses shall be good for four years. During the calendar year a tower may be issued a license provided a complete application is provided and approved and the license fee is paid. Such partial year license shall be effective through the remainder of the calendar year.

**NIGHT**- All other times not meeting the definition of Day.

**STORAGE DAY** — A twenty-four-hour period, commencing at the time the vehicle is actually placed into storage (i.e., a vehicle placed in storage at 11:00 p.m. would be charged at minimum one-day storage, for the time, up to the twenty-four-hour period ending 11:00 p.m. the following night.)

**SUPERINTENDENT of POLICE** – The chief administrative officer of the police department

**TOWNSHIP** — The Township of Radnor.

**TOWNSHIP MANAGER** - The chief executive officer for the township appointed by the Board of Commissioners.

**SECTION 2.** Chapter 262 Towing, Section 262-2 Vehicles towed at the request of the Township of Radnor, Subsections A., B., and C. are hereby amended and a new Subsection E. is added to read as follows:

A. Police towing services. The costs for towing services ordered by the Police Department for passenger cars and trucks with the gross vehicle weight of 10,000 pounds or less, to be paid and received by any authorized towing service or approved pound keeper, shall be due upon a vehicle being hooked and removed from the premises and shall not be in excess of the flat rate of \$150. The flat fee of \$50 will be charged for cleanup.

B. Towing costs of heavy vehicles (for vehicles with a gross weight in excess of 10,000 pounds). The costs of towing trucks and other heavy vehicles shall not exceed \$250 flat rate per hour, commencing on arrival at the tow scene.

C. Storage costs.

(1) The cost of storage of any impounded passenger car or truck with a gross vehicle weight of 10,000 pounds or less shall not exceed the rate of \$50 per storage day.

(2) Storage costs of heavy vehicles with a gross vehicle weight in excess of 10,000 pounds shall not exceed \$80 per storage day.

E. When on call or as a secondary tower, duty towers must be available for release of towed vehicles from 9 am to 3 pm on Saturdays.

**SECTION 3.** Chapter 262 Towing, Section § 262-3. Towing unattended vehicles from private property is hereby amended as follows:

The following regulations shall apply to the towing of vehicles parked or left unattended on private property without the consent of the property owner.

A. No towing service shall remove vehicles parked or left unattended on private property without the written authorization of the property owner who shall be present at the time of the removal of the vehicle if he or she is available. During operating hours, the property owner or designee must contact the tower via phone for removal of any unattended vehicles. No towing service shall pay a fee to a private property owner in consideration for contracted towing services. The towing service must be issued a license by the Township on a yearly basis authorizing them to do so. The license shall be issued by the Radnor Township Police Department upon completion of an application and payment of a fee in the amount of \$200 per year or as amended by separate resolution by the Board of Commissioners. The license shall be effective for one year from the date of its issuance, or in the case of special license issuance, the balance of the year issued, and shall be renewed every year by the towing service by the procedures established in this section. Incomplete applications, if not corrected during open registration shall be cause for denial.

The application form shall contain, at a minimum, the following information:

- (1) The name and address of the towing service.
- (2) The name and business address of all persons or entities having an ownership interest in the towing service.
- (3) The name and address of all persons, businesses and institutions from whose property in Radnor Township the towing service is authorized to remove vehicles.
- (4) The address of the storage yard where vehicles removed from private property in Radnor Township will be towed.
- (5) The name of the insurance company and the name and address of the insurance company agent through whom the insurance required by this section has been issued.
- (6) A copy of any private towing contracts shall be submitted to the police department and such information shall be updated with the department during the calendar year.

B. If any licensed towing service commits a violation of any provision of this chapter, the Superintendent of Police, upon determining that any provision of this section has been violated, shall issue a written warning to the licensed towing service informing them of the violation. In the event that a second violation of this chapter occurs within the same calendar year, the Superintendent of Police may revoke a license issued hereunder together with the right to reapply for a subsequent license for a period of up to two years. The Superintendent of Police shall notify the towing service in writing no less than five days prior to the revocation of its license and provide an explanation of the violation of this chapter and the length of the revocation. The Superintendent of Police may issue an intent to revoke a license for a period of up to two years. Upon receipt of the intent to revoke a license, the towing service may request a pre-termination hearing before the Superintendent of Police or his/her designee.

C. Authorized towing services shall:

(1) Provide certificates of insurance to the Township as follows: in the minimum amount of \$500,000 combined single limit for any auto, hired autos, non-owned autos; \$100,000 for each personal injury; and garage keepers' liability in the amount of \$50,000 per occurrence. The towing services must provide the Township with immediate notice of any change in coverage.

(2) Notify the Radnor Township Police Department of the removal of a vehicle from private property before leaving the lot of such removal and provide a description and license number of the vehicle thus removed. This can be accomplished by dialing 911, and contacting the officer in charge.

(3) Treat all owners of towed vehicles with courtesy and dignity and provide secure, well-lighted and maintained facilities which at all times promote the safety and protection of towed and impounded vehicles and owners thereof who visit such facility.

(4) If towing outside of normal business hours (9am-5pm), make themselves available for a release for the period of one (1) hour after leaving a lot with a towed vehicle and after notifying the police department. Towers must be available for release of a towed vehicle on Saturdays from 9 am to 3 pm.

**SECTION 4.** Chapter 262 Towing, Section § 262-4. Application for duty tow license is hereby revised to read as follows:

A. License required. No person shall be called by the Township or its Police Department as a tower for the purpose of removal of disabled, wrecked, or abandoned vehicles unless that person is granted a duty tow license by the Board of Commissioners.

B. License application.

(1) Applications for a duty tow license shall be made to the Superintendent of Police or his designee, upon a form available from the township website, and shall require the following information:

(a) The name, address, telephone number, and email of the business for which the license is sought.

(b) The name, home and business address, telephone number and emails of all the owner(s) or, in the case of a corporation, stockholder(s) of the business for which the license is sought, together with a designation of the business organization (i.e., sole proprietorship, partnership, corporation. etc.).

(c) A list of tow trucks, vehicle wreckers, car carriers or other vehicles available for service to Radnor Township. A description of each vehicle (make, model, type, year, and vehicle identification number), copies of current registrations, inspections and insurance cards, the name and address of the owner/lessee of each vehicle or piece of equipment, and the location where regularly parked or stored, shall be included.

(d) A certificate of insurance providing a minimum of \$1,000,000 automobile liability and garage liability or other proof acceptable to the Township that the applicant has obtained the liability insurance required for the issuance of a duty tow license.

(e) Photo copy of employees issued OLN's, and certificates designated to the operation of tow vehicles.

(2) Applications shall be completed and signed by the owner(s) of the business for which a duty tow license is sought or, in the case of a corporation, the president of the corporation.

(3) Applicants must execute an agreement to indemnify the Township for any and all losses or expenses incurred by virtue of any acts performed in the course of service.

(4) Applications for duty tow licenses must be accompanied by a fee of \$200 every four years to offset the cost of investigation and processing of licenses.

(5) The application shall be reviewed by the Police and Code Enforcement Departments within 60 days of receipt of the completed application and application fee. Incomplete applications shall be promptly returned to the applicant. An incomplete application, if not corrected within the open registration period, will be denied. A report shall be filed with the Township Manager for recommendation to the Board of Commissioners by each department responding to applications.

(6) Applicants for duty tow licenses must possess a current and valid salvor's license from the Commonwealth of Pennsylvania and have a minimum five years' experience as a tower.

(7) Vehicles required.

(a) The following vehicles shall be owned or leased exclusively by the applicant and available on call for service at the request of the Township or its Police Department:

[1] Two light/medium flatbed or two wheel-lift trucks.

[2] All of the aforesaid required vehicles shall bear a sign indicating the name and telephone number of the applicant's towing business and must be made available for inspection by the Township.

[3] Applicants must show proof that access to heavy-duty equipment, including a heavy-duty wrecker, is available to applicant on a twenty-four-hour basis.

(8) The applicant must maintain a place of business and yard located within the Township boundaries in order that the response time to a call for duty tow service is within 15 minutes. Vehicles towed to applicants yard must remain there 14 days or until released by police. Tower must contact police if vehicle needs to be moved to another location.

(9) After consideration of the Township Manager's recommendations, the Board of Commissioners shall appoint one or more duty towers meeting the requirements of this chapter by January 31 of each year to serve for a period of four years, The Police Department shall determine an on-call schedule for all licensed duty towers in the Township

(10) Each duty tower shall pay a \$200 license fee or as fixed by resolution of the Board of Commissioners. Upon payment of the license fee, the Police Department shall issue a license to appointed duty towers. Such licenses shall be effective for a period of four years from the date of issuance. C. Specific duties of duty tow licensees shall be as follows:

(1) All licensees shall respond within 15 minutes from their receipt of the Police Department's call requesting service to the arrival of the licensee's towing vehicle at the location of the disabled, wrecked, or abandoned vehicle, except during adverse roadway conditions.

(2) If any licensee cannot respond to the service call from the Police Department with the appropriate towing vehicle or within the required response time, the licensee



shall so advise the police dispatcher. If the licensee's vehicle is delayed while in transit to the requested location, the vehicle operator shall advise the police dispatcher of the delay and of his present location, whereupon a determination shall be made by the appropriate police official as to whether the secondary duty tower shall be called.

(3) Any licensee who performs duty towing services as an independent contractor to the Township of Radnor shall not exceed the maximum rates established in Chapter 262.

(4) All licensees shall be responsible for removing all vehicular parts and debris from the highway and dispose of such from their yard. Minor liquid cleanup is required of the licensee.

(5) All licensees shall comply with all rules and regulations established by the Township Manager or Police Department.

(6) Duty tow licensees must secure a towed vehicle in a designated impound yard. The windows and doors of the towed vehicle must be closed and/or locked whenever possible. The vehicle's key must be deposited with a copy of the invoice for services in the impound yard office. All yards must have an enclosed area to handle at least one vehicle at police request.

(7) An invoice for each tow service must be completed by the licensee, which invoice shall include the following information:

(a) The incident number.

(b) The date and location.

(c) The make, model, vehicle identification number and license plate number.

(d) Indication of status, i.e., wrecked, stolen, abandoned, disabled or impounded.

(e) Amount charged, including storage fees.

**SECTION 5.** Repealer. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

**SECTION 6.** Severability. If any clause, sentence, paragraph, section, subsection, part, or provision of this Ordinance is, for any reason, found to be unconstitutional, illegal, or invalid by a court of competent jurisdiction, such unconstitutionality, illegality, or invalidity shall not affect the validity of this Ordinance as a whole or any part thereof other than that portion specifically declared invalid. It is hereby declared as the intent of the Board of Commissioners of Radnor Township, that this Ordinance would have been adopted had such unconstitutional,

illegal, or invalid clause, sentence, paragraph, section, subsection, part, provision, or part thereof not been included therein.

**SECTION 7.** Effective Date. This Ordinance shall become effective in accordance with the Radnor Township Home Rule Charter.

**ENACTED** and **ORDAINED** by the Board of Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

RADNOR TOWNSHIP  
BOARD OF COMMISSIONERS

By: \_\_\_\_\_

Name: Jack Larkin

Title: President

ATTEST: \_\_\_\_\_

**ORDINANCE NO. 2020-**

**AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA REVISING CHAPTER 262 TOWING, ADING NEW DEFINITIONS, FEES AND REGULATIONS FOR PRIVATE AND DUTY TOWERS IN THE TOWNSHIP**

**The Board of Commissioners of Radnor Township does hereby ordain as follows.**

**SECTION 1. Chapter 262 Towing, Section 262-1 A., definitions and hooking fees is revised as follows:**

A. Definitions. As used in this chapter, the following terms shall have the meanings indicated:

**BOARD OF COMMISIONERS – the governing body of Radnor Township**

**DAY** — Anytime between the hours of 7:00 a.m. and 6:00 p.m., Monday through Friday.

**HOOKING** -Having at least two wheels of the towed vehicle lifted from the ground

**LICENSE REGISTRATION DATES**-applications for private and or duty towers will be available on the Township website. Open registration for all towers shall be November 1 through December 31. All licenses shall be mailed out in the third week of January. Private tow licenses shall be good for one year and duty tow licenses shall be good for four years. During the calendar year a tower may be issued a license provided a complete application is provided and approved and the license fee is paid. Such partial year license shall be effective through the remainder of the calendar year.

**NIGHT**--- All other times not meeting the definition of Day.

**STORAGE DAY** — A twenty-four-hour period, commencing at the time the vehicle is actually placed into storage (i.e., a vehicle placed in storage at 11:00 p.m. would be charged at minimum one-day storage, ~~for a~~ for the time, up to the twenty-four-hour period ending 11:00 p.m. the following night.)

**SUPERINTENDENT of POLICE** – the chief administrative officer of the police department

**TOWNSHIP** — the Township of Radnor.

**TOWNSHIP MANAGER** - The chief executive officer for the township appointed by the Board of Commissioners.

**SECTION 2.** Chapter 262 Towing, Section 262-2 Vehicles towed at the request of the Township of Radnor, Subsections A., B., and C. are hereby amended and a new Subsection E. is added to read as follows:

A. Police towing services. The costs for towing services ordered by the Police Department for passenger cars and trucks with the gross vehicle weight of 10,000 pounds or less, to be paid and received by any authorized towing service or approved pound keeper, shall be due upon a vehicle being hooked and removed from the premises and shall not be in excess of the flat rate of ~~\$125~~ \$150. ~~The standard cleanup fee is \$25; if excessive cleanup is needed, a flat fee of \$45 will be charged.~~ The flat fee of \$50 will be charged for cleanup.

B. Towing costs of heavy vehicles (for vehicles with a gross weight in excess of 10,000 pounds). The costs of towing trucks and other heavy vehicles shall not exceed ~~\$200~~ \$250 flat rate per hour, commencing on arrival at the tow scene.

C. Storage costs.

(1) The cost of storage of any impounded passenger car or truck with a gross vehicle weight of 10,000 pounds or less shall not exceed the rate of ~~\$45~~ \$50 per storage day.

(2) Storage costs of heavy vehicles with a gross vehicle weight in excess of 10,000 pounds shall not exceed ~~\$75~~ \$80 per storage day.

E. When on call or as a secondary tower, duty towers must be available for release of towed vehicles from 9 am to 3 pm on Saturdays.

**SECTION 3.** Chapter 262 Towing , Section § 262-3. Towing unattended vehicles from private property is hereby amended as follows:

The following regulations shall apply to the towing of vehicles parked or left unattended on private property without the consent of the property owner.

A. No towing service shall remove vehicles parked or left unattended on private property without the written authorization of the property owner who shall be present at the time of the removal of the vehicle if he or she is available. During operating hours, the property owner or designee must contact the tower via phone for removal of any unattended vehicles. No towing service shall pay a fee to a private property owner in consideration for contracted towing services. The towing service must be issued a license by the Township on a yearly basis authorizing them to do so. The license shall be issued by the Radnor Township Police Department upon completion of an application and payment of a fee in the amount of \$200 per year or as amended by separate resolution by the Board of Commissioners. The license shall be effective for one year from the date of its issuance, or in the case of special license issuance, the balance of the year issued, and shall be renewed every year by the towing service by the procedures established in this section. Incomplete applications, if not corrected during open registration shall be cause for denial.

The application form shall contain, at a minimum, the following information:

- (1) The name and address of the towing service.
- (2) The name and business address of all persons or entities having an ownership interest in the towing service.
- (3) The name and address of all persons, businesses and institutions from whose property in Radnor Township the towing service is authorized to remove vehicles.
- (4) The address of the storage yard where vehicles removed from private property in Radnor Township will be towed.
- (5) The name of the insurance company and the name and address of the insurance company agent through whom the insurance required by this section has been issued.
- (6) A copy of any private towing contracts shall be submitted to the police department and such information shall be updated with the department during the calendar year.

B. If any licensed towing service commits a violation of any provision of this chapter, the Superintendent of Police, upon determining that any provision of this section has been violated, shall issue a written warning to the licensed towing service informing them of the violation. In the event that a second violation of this chapter occurs within the same calendar year, the Superintendent of Police may revoke a license issued hereunder together with the right to reapply for a subsequent license for a period of up to two years. The Superintendent of Police shall notify the towing service in writing no less than five days prior to the revocation of its license and provide an explanation of the violation of this chapter and the length of the revocation. The Superintendent of Police may issue an intent to revoke a license for a period of up to two years. Upon receipt of the intent to revoke a license, the towing service may request a pre-termination hearing before the Superintendent of Police or his/her designee.

C. Authorized towing services shall:

(1) Provide certificates of insurance to the Township as follows: in the minimum amount of \$500,000 combined single limit for any auto, hired autos, non-owned autos; \$100,000 for each personal injury; and garage keepers' liability in the amount of \$50,000 per occurrence. The towing services must provide the Township with immediate notice of any change in coverage.

(2) Notify the Radnor Township Police Department of the removal of a vehicle from private property ~~within one hour~~ before leaving the lot of such removal and provide a description and license number of the vehicle thus removed. This can be accomplished by dialing 911, and contacting the officer in charge.

(3) Treat all owners of towed vehicles with courtesy and dignity and provide secure, well-lighted and maintained facilities which at all times promote the safety and protection of towed and impounded vehicles and owners thereof who visit such facility.

(4) If towing outside of normal business hours (9am-5pm), make themselves available for a release for the period of one (1) hour after leaving a lot with a towed vehicle and after notifying the police department. Towers must be available for release of a towed vehicle on Saturdays from 9 am to 3 pm.

**SECTION 4.** Chapter 262 Towing, Section § 262-4. Application for duty tow license is hereby revised to read as follows:

A. License required. No person shall be called by the Township or its Police Department as a tower for the purpose of removal of disabled, wrecked, or abandoned vehicles unless that person is granted a duty tow license by the Board of Commissioners.

B. License application.

(1) Applications for a duty tow license shall be made to the ~~Township Manager~~ the Superintendent of Police or his designee, upon a form available ~~from his office~~ from the township website, ~~which form~~ and shall require the following information:

(a) The name, address, telephone number, and email of the business for which the license is sought.

(b) The name, home and business address, and telephone number and emails of all the owner(s) or, in the case of a corporation, stockholder(s) of the business for which the license is sought, together with a designation of the business organization (i.e., sole proprietorship, partnership, corporation. etc.).

(c) A list of tow trucks, vehicle wreckers, car carriers or other vehicles available for service to Radnor Township. A description of each vehicle (make, model, type, year, and vehicle identification number), copies of current registrations, inspections and insurance cards, the name and address of the owner/lessee of each vehicle or piece of equipment, and the location where regularly parked or stored, shall be included.

(d) A certificate of insurance providing a minimum of \$1,000,000 automobile liability and garage liability or other proof acceptable to the Township that the applicant has obtained the liability insurance required for the issuance of a duty tow license.

(e) Photo copy of employees issued OLN's, and certificates designated to the operation of tow vehicles.

(2) Applications shall be completed and signed by the owner(s) of the business for which a duty tow license is sought or, in the case of a corporation, the president of the corporation.

(3) Applicants must execute an agreement to indemnify the Township for any and all losses or expenses incurred by virtue of any acts performed in the course of service.

(4) Applications for duty tow licenses must be accompanied by a fee of \$200 per year every four years to offset the cost of investigation and processing of licenses.

(5) The application shall be reviewed by the Police and Code Enforcement Departments within 60 days of receipt of the completed application and application fee. Incomplete applications shall be promptly returned to the applicant. **An incomplete application, if not corrected within the open registration period, will be denied.** A report shall be filed with the Township Manager for recommendation to the Board of Commissioners by each department responding to applications.

(6) Applicants for duty tow licenses must possess a current and valid salvor's license from the Commonwealth of Pennsylvania and have a minimum five years' experience as a tower.

(7) Vehicles required.

(a) The following vehicles shall be owned or leased exclusively by the applicant and available on call for service at the request of the Township or its Police Department:

[1] Two light/medium flatbed or two wheel-lift trucks.

[2] All of the aforesaid required vehicles shall bear a sign indicating the name and telephone number of the applicant's towing business and must be made available for inspection by the Township.

[3] Applicants must show proof that access to heavy-duty equipment, including a heavy-duty wrecker, is available to applicant on a twenty-four-hour basis.

(8) The ~~applicant's~~ **applicant must maintain a** place of business **and yard** ~~shall be~~ located within the Township boundaries in order that the response time to a call for duty tow service is within 15 minutes. **Vehicles towed to applicants yard must remain there 14 days or until released by police. Tower must contact police if vehicle needs to be moved to another location.**

(9) After consideration of the Township Manager's recommendations, the Board of Commissioners shall appoint one or more duty towers meeting the requirements of this chapter by January 31 of each year to serve for a period of four years, The Police Department shall determine an on-call schedule for all licensed duty towers in the Township

(10) Each duty tower shall pay a **\$200** license fee ~~or~~ as fixed by resolution of the Board of Commissioners. Upon payment of the license fee, the Police Department shall issue a license to appointed duty towers. Such licenses shall be effective for a period of four years from the date of issuance. C. Specific duties of duty tow licensees shall be as follows:

(1) All licensees shall respond within 15 minutes from their receipt of the Police Department's call requesting service to the arrival of the licensee's towing vehicle at the location of the disabled, wrecked, or abandoned vehicle, except during adverse roadway conditions.

(2) If any licensee cannot respond to the service call from the Police Department with the appropriate towing vehicle or within the required response time, the licensee shall so advise the police dispatcher. If the licensee's vehicle is delayed while in transit to the

requested location, the vehicle operator shall advise the police dispatcher of the delay and of his present location, whereupon a determination shall be made by the appropriate police official as to whether the secondary duty tower shall be called.

(3) Any licensee who performs duty towing services as an independent contractor to the Township of Radnor shall not exceed the maximum rates established in Chapter 262.

(4) All licensees shall be responsible for removing **all** vehicular parts and debris from the highway **and dispose of such from their yard**. Minor liquid cleanup is required of the licensee.

(5) All licensees shall comply with all rules and regulations established by the Township Manager or Police Department.

(6) Duty tow licensees must secure a towed vehicle in a designated impound yard. The windows and doors of the towed vehicle must be closed and/or locked whenever possible. The vehicle's key must be deposited with a copy of the invoice for services in the impound yard office. **All yards must have an enclosed area to handle at least one vehicle at police request.**

(7) An invoice for each tow service must be completed by the licensee, which invoice shall include the following information:

(a) The incident number.

(b) The date and location.

~~(c) Whether a police release is required.~~

**(c)** The make, model, vehicle identification number and license plate number.

**(d)** Indication of status, i.e., wrecked, stolen, abandoned, disabled or impounded.

**(e)** Amount charged, including storage fees.

**SECTION 5.** Repealer. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

**SECTION 6.** Severability. If any clause, sentence, paragraph, section, subsection, part, or provision of this Ordinance is, for any reason, found to be unconstitutional, illegal, or invalid by a court of competent jurisdiction, such unconstitutionality, illegality, or invalidity shall not affect the validity of this Ordinance as a whole or any part thereof other than that portion specifically declared invalid. It is hereby declared as the intent of the Board of Commissioners of Radnor Township, that this Ordinance would have been adopted had such unconstitutional, illegal,



7.20.20

or invalid clause, sentence, paragraph, section, subsection, part, provision, or part thereof not been included therein.

**SECTION 7.** Effective Date. This Ordinance shall become effective in accordance with the Radnor Township Home Rule Charter.

**ENACTED** and **ORDAINED** by the Board of Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

RADNOR TOWNSHIP  
BOARD OF COMMISSIONERS

By: \_\_\_\_\_

Name: Jack Larkin

Title: President

ATTEST: \_\_\_\_\_

**G.** Ordinance #2020-18  
(Introduction) –  
Amending and restating  
Article I, Chapter 260 of  
the Radnor Township  
Code, Relating to  
Amusement Tax

*Removed from Agenda*

MARY C. EBERLE  
JOHN B. RICE  
DIANNE C. MAGEE \*  
DALE EDWARD CAYA  
DAVID P. CARO ♦  
DANIEL J. PACI †  
JONATHAN J. REISS ◊  
GREGORY E. GRIM †  
PETER NELSON \*  
PATRICK M. ARMSTRONG  
SEAN M. GRESH  
KELLY L. EBERLE \*  
JOEL STEINMAN  
MATTHEW E. HOOVER  
COLBY S. GRIM  
MICHAEL K. MARTIN  
MITCHELL H. BAYLARIAN  
IAN W. PELTZMAN  
WILLIAM D. OETINGER

\_\_\_\_\_  
\* ALSO ADMITTED IN NEW JERSEY  
◊ ALSO ADMITTED IN NEW YORK  
† MASTERS IN TAXATION  
♦ ALSO A CERTIFIED PUBLIC ACCOUNTANT

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\_\_\_\_\_  
[www.grimlaw.com](http://www.grimlaw.com)  
\_\_\_\_\_

John B. Rice  
e-mail: [jrice@grimlaw.com](mailto:jrice@grimlaw.com)

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JOHN FREDERIC GRIM, OF COUNSEL

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FAX (215) 257-5374  
\_\_\_\_\_  
(215) 536-1200  
FAX (215) 538-9588  
\_\_\_\_\_  
(215) 348-2199  
FAX (215) 348-2520

August 20, 2020

Delaware County Law Library  
Delaware County Courthouse  
201 W. Front Street  
Media, PA 19063

Re: Radnor Township- Noise Ordinance

Dear Sir/Madam:

Enclosed for filing with the Delaware County Law Library, please find a true and correct copy of a proposed Ordinance which the Radnor Township Board of Commissioners will consider for possible adoption after a public hearing on September 14, 2020. Please keep the enclosed Ordinance available for public inspection and/or photocopying through the hearing date.

Sincerely,

**GRIM, BIEHN & THATCHER**

By: \_\_\_\_\_

  
John B. Rice

JBR/hlp

Enclosure

cc: Bill White (w/encl.) – via email  
Peggy Hagan (w/encl.) – via email

ATTEST:

I do hereby certify that this is a true and correct copy of the proposed Ordinance of Radnor Township, being advertised for possible adoption by the Radnor Township Board of Commissioners on September 14, 2020.



---

John B. Rice, Esquire  
Grim, Biehn & Thatcher  
Township Solicitor

**RADNOR TOWNSHIP ORDINANCE NO. 2020-16**

**AN ORDINANCE OF THE TOWNSHIP RADNOR, DELAWARE COUNTY, PENNSYLVANIA PROHIBITING THE MAKING OF UNNECESSARY AND EXCESSIVE CONSTRUCTION NOISE DURING CERTAIN HOURS**

**WHEREAS**, the Township is empowered to ensure the public safety and to define conduct that constitutes disturbing the peace within the boundaries of the Township; and

**WHEREAS**, It is in the interest of the citizens of Radnor Township to ensure that public health, safety and welfare shall not be abridged by the making of excessive or offensive construction noises in the Township; and

**WHEREAS**, residents of Radnor Township have the right to peacefully enjoy their residence and community without excessive or offensive construction noise.

**NOW, THEREFORE**, the Board of Commissioners of Radnor Township, Delaware County, Pennsylvania, hereby ENACTS and ORDAINS the following ordinance revising Section 200-5 Construction work as follows:

**Section 1: 200-5 Construction work.**

- A. It shall be unlawful for any person, firm or corporation or their agents or employees owning or occupying any building, premises or other place in the Township of Radnor to operate or permit to be operated any type of machinery, appliance, equipment or hand tool which emits noise beyond the premise upon which the machinery, appliance, equipment or hand tool is being operated or used between the hours of 7:00 PM and 7:00 AM except for Sundays and Township, State or Federal holidays. On Sundays and holidays, construction noise shall only be permitted between 10 AM and 5PM.
- B. The Community Development Department shall be authorized to issue permits for emergency construction and repair upon submission of adequate proof of the necessity of such work.

**Section 2.** Repealer. All ordinances inconsistent herewith are repealed to the extent of such inconsistency.

**Section 3.** Severability. If any section, paragraph, sub-section, clause or provision of this Ordinance shall be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part thereof other than that portion specifically declared invalid.

**Section 4.** Effective Date. This Ordinance shall become effective in accordance with the Home Rule Charter of Radnor Township.

**ENACTED AND ORDAINED** this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**RADNOR TOWNSHIP**

By: \_\_\_\_\_

Name: Jack Larkin

Title: President

ATTEST: \_\_\_\_\_

William M. White, Secretary

# Reports of Standing Committees

# New Business



# Old Business

# Public Participation

Adjournment