

## **BOARD OF COMMISSIONERS**

### **AGENDA (*revised 10/26/2020*)**

**Monday, October 26, 2020 - 6:30 PM**

Pledge of Allegiance

Notice of Executive Session held on October 22, 2020

#### **1. Public Participation**

#### **2. Consent Agenda**

- a) Disbursement Review & Approval (*documentation added to packet 10/22/20*)
- b) Approval of minutes of the Board of Commissioner meetings of October 5, 2020 and October 19, 2020.
- c) Chief's Monthly Report – October 2020
- d) Staff Traffic Committee Minutes – September 16, 2020
- e) Motion to Authorize the Sale of Surplus Township Vehicle – K-9 Land Rover
- f) HARB 2020-10 - 219 Pembroke Avenue - Replace existing garage crushed by tree on June 3, 2020
- g) HARB 2020-11 – 100 Pembroke Avenue – Enclose existing exterior porch on far right side of house. Enclosure to be done in spirit and materials of existing home.
- h) HARB 2020-12 – 421 St Davids Road – Reconstruct 2<sup>nd</sup> floor and attic; rear family room addition; front porch addition with bedroom above.
- i) ~~Resolution #2020-80 – Authorizing the Execution of a Grant Application to the Firehouse Subs Public Safety Foundation for a Polaris Ranger Crew XP 1000 Northstar Utility Terrain Vehicle and Accessories. (removed from Agenda 10/26/2020)~~
- j) Resolution #2020-110: Authorizing Payment of \$9,841.20 to Horn Plumbing for the Emergency Sewer Repair at Woodland Avenue
- k) Resolution #2020-122: Authorizing the Installation of Eight Overhead Traffic Signal Street Lights at the Intersections of North Wayne & Lancaster Avenue and North Wayne & Station Avenue, to Higgins Electric in the Amount of \$24,640.20
- l) Resolution #2020-115 - Authorization to Award the 2021 Gasoline & Diesel Fuel Contract to Petroleum Traders Corporation, at the extended prices of \$92,692.40 and \$61,458.80, for gasoline and diesel fuel, respectively, with the knowledge that the price per gallon will fluctuate based on OPIS , and the actual amount will vary based on usage.
- m) Resolution #2020-113 - Authorizing the Purchase of Public Records Request Management Software at a one-time implementation cost of \$1,875.00 and initial annual subscription costs of \$8,700.00, to assist in the increasing number of Right to Know Requests.

#### **3. Committee Reports**

- A. ~~Ordinance #2020-18 (*Introduction*) – Amending and Restating Article I, Chapter 260 of the Radnor Township Code, Relating to the Amusement Tax (removed from Agenda 10/26/2020)~~
- B. Ordinance #2019-15 (*Adoption*) – Amending the Township Zoning Ordinance to Allow Townhouse Developments in Certain Areas of the C-3 Service Commercial District and to Provide Regulations Therefore
- C. Conditional Use Application – Strafford Road Hamilton Estate – Motion to set date for Conditional Use Hearing
- D. Resolution #2020-123 - Consideration to extend the Emergency Declaration deadline associated with Resolution #2020-61 from October 31, 2020 to March 31, 2021 or such earlier date as the

Board may specify by subsequent resolution to allow for continued relaxed outdoor dining enforcement. (*revised 10/22/20*)

- E. Resolution #2020-120 - Amending the Township's engagement with Flamm Walton Heimbach, PC who serve as the Township's Business Tax Solicitor
  - F. Resolution #2020-116 - Authorization to Award Contract B-20-008, Tree Removal, Pruning and Stump Grinding in the amount of \$69,999.00
  - G. Resolution #2020-117 – Adopting the updated Emergency Management Plan
  - H. Resolution No. #2020-118 - Authorizing the Award of the Contract for the Engineering and Design of the Brookside Avenue Storm Sewer Replacement, to Carroll Engineering Corporation, in the Amount of \$20,106.00
  - I. Resolution No. #2020-119 - Authorizing the Award of the Contract for the Engineering and Design of the Odorisio Park and Cowan Park Basketball Courts and Related Items to Carroll Engineering Corporation, in the Amount of \$27,440.00, to be paid from 2019 Bond Funds
- 4. Reports of Standing Committees of the Board
  - 5. New Business
  - 6. Old Business
  - 7. Public Participation
  - 8. Adjournment

#### Meeting Notice

There will be a Regular Board of Commissioners meeting held on Monday, October 26, 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 26 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.

# Public Participation

***RADNOR TOWNSHIP  
DISBURSEMENTS SUMMARY  
October 26, 2020***

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The table below summarizes the amount of disbursements made since the last public meeting held on October 5, 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>

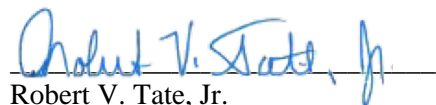
<b>Fund (Fund Number)</b>	<b>2020-10A October 9, 2020</b>	<b>Total</b>
General Fund (01)	\$488,745.51	\$488,745.51
Sewer Fund (02)	9,367.95	9,367.95
Capital Improvement Fund (05)	1,653.48	1,653.48
Police Pension Fund (07)	6,541.74	6,541.74
OPEB Fund (08)	1,119.39	1,119.39
Escrow Fund (10)	61,728.86	61,728.86
Civilian Pension Fund (11)	5,833.94	5,833.94
Investigation Fund (12)	169.08	169.08
Comm. Shade Tree Fund (15)	1,750.00	1,750.00
The Willows Fund (23)	10,709.72	10,709.72
Park & Trail Improvement Fund (501)	236,120.00	236,120.00
<b><i>Total Accounts Payable Disbursements</i></b>	<b><i>\$823,739.67</i></b>	<b><i>\$823,739.67</i></b>
<b><i>Grand Total</i></b>	<b><i>\$823,739.67</i></b>	<b><i>\$823,739.67</i></b>

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,***



Robert V. Tate, Jr.  
*Finance Director*



**TOWNSHIP OF RADNOR**  
**Minutes of the Board of Commissioners of October 5, 2020**

*The Radnor Township Board of Commissioners met at approximately 6:34 PM in the Radnorshire Room in the Radnor Township Municipal Building, 301 Iven Avenue, Wayne, PA 19087*

**Commissioners Present**

<i>Jack Larkin, President</i>	<i>Lisa Borowski, Vice President</i>	<i>Richard Booker</i>
<i>Jake Abel</i>	<i>Damien Enderle</i>	<i>Sean Farhy</i>
		<i>Moira Mulroney</i>

**Also Present:** *William White, Township Manager, John Rice, Township Solicitor, Robert Tate, Finance Director, Kathryn Gartland, Treasurer, Steve Norcini, PE, Township Engineer, Kevin Kochanski, Director of Community Development, Peggy Hagan, Executive Assistant to the Township Manager.*

Commissioner Larkin announced that items 2c and 3E were being removed from the Agenda.

*Notice of Executive Session held on September 24, 2020*

Commissioner Larkin gave notice of an Executive Session held on September 24, 2020 to discuss litigation, real estate and personnel issues.

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

1. *Public Participation*  
None
2. *Consent Agenda*
  - a. *Disbursement Review & Approval*
  - b. *Approval of minutes of the Board of Commissioner Meetings of September 14 and 21, 2020 and the Special Board of Commissioners Meeting of September 23, 2020.*
  - c. ~~*Resolution #2020-112 Authorizing Update of Township Building Security System and Cameras, \$14,982.50*~~
  - d. *Resolution #2020-107 - Authorizing the Payment of Change Orders #4 & 5 for the Roberts Road Culvert Rehabilitation Project for Inlet & Pipe Adjustments and New Paving Limits, to Loftus Construction, Inc., in the Total Amount of \$8,320.24: Project Total of \$598,369.49*
  - e. *Resolution #2020-109 - Authorizing Payment of \$10,061.35 to Horn Plumbing for the Emergency Water Line Repair at the Willows Park*
  - f. *Authorization to Receive Sealed Bids for: Cumberland/Arbor Place Storm Sewer Project, Arthur Road Storm Sewer Project, Wooton Road Storm Sewer Project*

Commissioner Larkin moved to approve the consent agenda, with the exception of item 2c, seconded by Commissioner Borowski. The motion passed 7-0.

### 3. Committee Reports

#### A. Discussion of a Wayne Post Office Building (added 10/1/2020 - Commissioner Larkin)

George Broseman, representative of Owners of 108 W Wayne Avenue, project is changing to one floor, removing second floor previously proposed. Mr. Broseman asked the Board to not actively oppose the application to the Zoning Hearing Board.

Commissioner Larkin moved to not actively oppose the application, seconded by Commissioner Borowski. There was discussion amongst Commissioners and Applicant. Commissioner Enderle wants the record to show that Radnor Fire Company does not support or oppose the project.

#### Public Comment

Barron Gemmer – Thanked the Developer for reaching out to him. He would like the Commissioners to move the item to October 26, 2020 agenda.

William Rouse – Resident – He feels the project would be a significant improvement.

The motion to rescind prior vote to send the Solicitor to the Zoning Hearing Board in opposition passed 4-2 with Commissioners Booker and Abel against and Commissioner Farhy abstaining.

#### B. Ordinance #2020-19 (Introduction) – Authorizing the Advance Refunding of the General Obligation Bonds, Series 2012 in the aggregate principal amount not to exceed \$18,175,000 (updated 10/1/2020)

Bob Tate, Director of Finance, spoke on the Ordinance. Commissioner Larkin moved to approve the Introduction of the Ordinance, seconded by Commissioner Mulroney.

There was discussion amongst Commissioners and Staff. The motion to approve the Introduction of the Ordinance passed 7-0.

#### C. Appointments to Various Boards and Commissions

- Liam Marston, CFS – CARFAC – 1<sup>st</sup> Term, Expires 12/31/24
- Donnelle Jageman, MHA – Environmental Advisory Council – Unexpired Term 12/31/21.
- Sidharth Singh – Environmental Advisory Council – 1<sup>st</sup> Term, Expires 12/31/24
- Christina Basciano – Parks and Recreation Board – 1<sup>st</sup> Term, Expires 12/31/25

Commissioner Larkin moved to approve; Liam Marston, CFS – CARFAC – 1<sup>st</sup> Term, Expires 12/31/24; Donnelle Jageman, MHA – Environmental Advisory Council – Unexpired Term 12/31/21.; Sidharth Singh – Environmental Advisory Council – 1<sup>st</sup> Term, Expires 12/31/24; Christina Basciano – Parks and Recreation Board – 1<sup>st</sup> Term, Expires 12/31/25, seconded by Commissioner Enderle. The motion passed 6-1 with Commissioner Booker opposed.

#### D. Announcement of Boards and Commission Vacancies

Commissioner Larkin announced the current Boards and Commissions Vacancies.

~~E. Resolution #2020-105 – Eastern University – Temporary Trailers, Waiver of Land Development~~

Item 3 E was pulled from the Agenda.

F. Consideration to forward the petition from CG Wayne, LLC, Zoning Map Amendment; Amending the Zoning Map of Radnor Township – folio # 36-02-0097810 from PI Planned Institutional District to R-2 Residence District; and folio # 36-02-0097820 from R-1 Residence District to R-2 Residence District to the Township Planning Commission, and/or other Township Boards, Commissions, and Committees for review and comment.

Dave Falcone, representing CG Wayne, LLC, discussed the application. There was discussion amongst Commissioners, Applicant, and Staff.

G. Resolution #2020-111 - Authorizing Carroll Engineering to Perform Design, Engineering, and Permitting for the Spring Mill Road Storm Sewer Cross Pipe Replacement in the Amount of \$13,400.

Steve Norcini, Township Engineer, spoke on the Resolution. Commissioner Larkin moved to approve the Resolution, seconded by Commissioner Borowski. There was discussion amongst Commissioners and Staff. The motion passed 6-0 with Commissioner Farhy off the dais.

H. Ordinance #2020-17 (**Adoption**) – Revising Chapter 262 Towing, Adding New Definitions, Fees and Regulations for Private and Duty Towers in the Township

John Rice, Township Solicitor, spoke on the Ordinance. There was discussion amongst Commissioners and Staff. Commissioner Larkin called the vote to adopt the Ordinance. The Adoption of the Ordinance passed 7-0.

I. Resolution #2020-114 - Adopting a Gift Acceptance Policy

Commissioner Larkin moved to approve the Resolution, seconded by Commissioner Enderle. Commissioner Borowski moved to amend the Resolution, Section F, 4. Change \$7,500 to \$5,000 seconded by Commissioner Farhy. The motion to amend passed 7-0. There was discussion amongst Commissioners and Staff.

Commissioner Abel moved to amend the Resolution to state that the Donor or Entity giving over \$5,000 collectively during a rolling 12-month period should not have business currently before the Board or in front of the Board 6 months after stated donation, seconded by Commissioner Booker. The motion failed 3-3 with Commissioners Larkin, Mulroney and Farhy opposed and Commissioner Borowski undecided.

There was discussion amongst the Commissioners. Commission Abel moved to amend the Resolution to state any Donor giving over \$5,000 collectively during a rolling 12-month period should not have any business currently before the Board, seconded by Commissioner Larkin. The motion to amend passed 6-1 with Commissioner Mulroney opposed.

Commissioner Mulroney moved to rescind the last amendment, seconded by Commissioner Farhy. The motion to rescind failed 2-5 with Commissioners Booker, Enderle, Borowski, Larkin, and Abel opposed.

There was discussion amongst the Commissioners. Commissioner Larkin called the vote on the Resolution as amended; the motion passed 6-1 with Commissioner Farhy opposed.

4. Reports of Standing Committees of the Board

None

5. New Business

Damien Enderle - Recognized the Radnor Police Department in their support of the Radnor Girls Crew Fundraiser.

Jake Abel - He would like to have a future discussion on creating an entrance to A T & T Parking Lot from Lancaster Avenue.

6. Old Business

None

7. Public Participation

Sara Pilling – She stated that Eastern was going to move the Seminary to the property applying for a Zoning Change. The proposed project is a vast improvement.

8. Adjournment

*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 Board of Commissioners of October 19, 2020***

*The Radnor Township Board of Commissioners met at approximately 6:35 PM via Zoom.*

***Commissioners Present***

*Jack Larkin, President      Lisa Borowski, Vice President*

*Jake Abel      Damien Enderle      Sean Farhy      Moira Mulroney*

***Also Present:*** *William White, Township Manager, Robert Tate, Finance Director, Kathryn Gartland, Treasurer, Steve Norcini, PE, Township Engineer, Kevin Kochanski, Director of Community Development, Tammy Cohen, Director of Recreation and Community Programming, Chris Flanagan, Chief of Police, Molly Gallagher, PIO, Mike Simmons, Acting Director of Public Works, Peggy Hagan, Executive Assistant to the Township Manager.*

*Absent: Richard Booker*

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

1.      *Public Participation*  
None

2.      *Ordinance #2020-19 (Adoption) – Authorizing the Advance Refunding of the General Obligation Bonds, Series 2012 in the aggregate principal amount not to exceed \$18,175,000*  
Commissioner Larkin moved for the Adoption of Ordinance 2020-19, seconded by Commissioner Farhy. Bob Tate, Director of Finance, spoke on the Ordinance and introduced Suzanne Mayes and Michael Wolf, Bond Counsel. Commissioner Larkin called the vote, the motion passed 5-0 with Commissioners Booker and Mulroney absent.

3.      *Presentation of the 2021 Township Manager Recommended Budget*  
Bill White, Township Manager, kicked off the Budget Presentation followed by Staff presentations in the order of Public Works, Engineering, Community Development, Recreation and Community Programming, Police, Finance, PIO, and Administration.

Following Staff presentations, Bill White gave the 2021 Township Manager Recommended Budget Presentation. There was discussion amongst Commissioners and Staff.

Kathryn Gartland, Township Treasurer – Stated that she spoke with Delaware County and they have had a large number of appeals.

4.      *Public Participation*

Sara Pilling – Asks that Commissioners and Management separate all programs and projects into needs and wants.

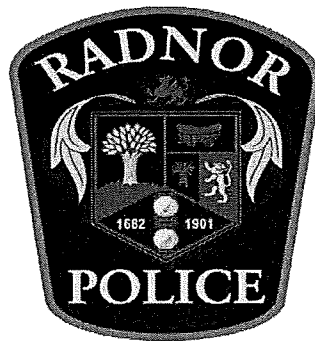
5. *Adjournment*

*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**



**October 2020**

**Christopher B. Flanagan  
Police Superintendent**



October 19, 2020

# Calls for Service - by Keyword

RADNOR TOWNSHIP

Incidents Reported Between 09/01/2020 and 09/30/2020



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
3501	DISTURBANCE-COMPLAINT OF NOISE,MUSIC,ETC	41	1		
3502	DISTURBANCE-UNDERAGE PARTY(NO ARREST)	1			
3520	DOMESTIC PROBLEM (NO ARREST)	14			
3650	PECO-ENEGY NOTIFICATION/POWER OUTAGES	1	1		
4000	JUVENILE PROBLEMS (NO ARREST)	2			
4301	MENTAL HEALTH-ALL OTHERS	5			
4500	OPEN DOORS/WINDOWS	3			
4600	ORDINANCE VIOL.-EXCEPT BURNING/SOLICIT	3			
4650	POLICE INFORMATION	51			
4655	CID/DTF INVESTIGATION	2			
4660	911 HANG UP CALL	25	1		
4700	ADDED PATROL-REQUEST FOR	153	4		
4701	ADDED PATROL - BUSINESS CHECKS	96	1		
4702	ADDED PATROL - SCHOOL CHECKS	94			
4800	SOLICITING-WITHOUT PERMIT	1			
4801	SOLICITING-COMPLAINTS	3			
4900	SUSPICIOUS PERSON	16			
4901	SUSPICIOUS CIRCUMSTANCE	16			
4902	SUSPICIOUS VEHICLES	25	1		
5100	TRAFFIC SIGNALS-DAMAGED/NEED REPAIR	1			
5200	TRAFFIC HAZARD-POTHoles/OBSTRUCTIONS/ICE	1			
5300	TREES DOWN AND/OR BLOCKING ROADWAY,ETC	1			
5400	VEHICLES-ABANDONED	4			
5401	VEHICLES-ASSIST MOTORIST(INCL LOCKOUTS)	13			
5402	VEHICLES-DISABLED	12			
5403	VEHICLES-MV VIOLATIONS & MVV COMPLAINTS	37			
5404	VEHICLES-PARKING COMPLAINTS	16			
5405	VEHICLES-TOWED	7	2		
5406	VEHICLES-REGISTRATION/LOST OR STOLEN	1			
5501	WIRES DOWN - NO HAZARD	2			
6001	ACCIDENT - WITH INJURIES	2	1		
6003	ACCIDENT - NON REPORTABLE	33			
6005	ACCIDENT - NO REPORT DONE	1			
8000	BURG/HOLDUP/PANIC ALARM - CIT ISSUED	1			
8001	BURG/HOLDUP/PANIC ALARM - NO CITATION	69			
8003	FIRE/MEDICAL ALARM - NO CITATION	38			
8004	ANY ALARM- SEVERE WEATHER- NO CITATION	1			
9005	ANIMALS - ALL INVOLVING DEER	5			
9038	K-9 ASSIST	0	2		
9039	K-9 ASSIST OTHER LAW ENFORCEMENT	2			
9050	ASSIST SICK/INJURED	95			
9051	ASSIST AMBULANCE	2	1		
9052	ASSIST OTHER POLICE DEPARTMENT	4			
9966	SELECTIVE ENFORCEMENT-CITATION ISSUED	29			
9968	SELECTIVE ENFORCEMENT-WARNING ISSUED	26			
9970	SELECTIVE ENFORCEMENT-NO ISSUANCE	22	1		
9972	MOTOR OFFICER ACTIVITY	0	8		
		977			

## ACCIDENT

3200	CHECK ON WELFARE	6
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October 19, 2020

# Calls for Service - by Keyword

RADNOR TOWNSHIP

Incidents Reported Between 09/01/2020 and 09/30/2020



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
ADMIN					
9000	ANIMALS - DOG COMPLAINTS	8			
9002	ANIMALS - ALL OTHER	1			
9055	ASSIST SICK/INJURED ALCOHOL/DRUG RELATED	5	1		
		14			
ALL OTHER					
2640	ALL OTHER ORDINANCE VIOLATIONS	1	2		
2660	TRESPASSING OF REAL PROPERTY	2			
		3			
ANIMAL					
5502	ANIMAL COMPLAINTS - BARKING DOGS	3			
5504	ANIMAL COMPLAINTS - DOG BITES	2			
5506	ANIMAL COMPLAINTS - STRAY ANIMALS	3			
5510	ANIMAL COMPLAINTS - OTHER	11			
		19			
ASSIST					
7502	ASSIST OTHER AGENCIES - FIRE DEPT.	4			
7504	ASSIST OTHER AGENCIES - OTHER POLICE	2			
		6			
BURGLARY					
0511	BURGLARY-FORCED ENTRY-RESIDENCE-NIGHT	1			
CIVIL					
3300	CIVIL DISPUTES	1	1		
CONTACT					
4016	NON-CRIMINAL - PEDESTRIAN CONTACTS	1			
4022	NON-CRIMINAL - SUSPICIOUS PERSON	2			
		3			
CRIM MISCH					
1410	CRIMINAL MISCHIEF TO AUTOMOBILES	2			
1440	CRIMINAL MISCHIEF - ALL OTHER	4			
1490	CRIMINAL MISCHIEF - REPORTS	5			
		11			
DISORDERLY					
2410	HARASSMENT BY COMMUNICATION	1			
2450	HARASSMENT	1			
		2			
DISTURBANC					
3610	DISTURBANCES-JUVENILE	1			
3620	DISTURBANCES-OTHER (FIGHTS,DISPUTES,ETC)	7			
		8			
DOA					
3320	DOA	1			
DRUG					
1831	NARCOTICS-POSSESSION-MORPHINE,HEROIN,ETC	0	1		

October 19, 2020

# Calls for Service - by Keyword

RADNOR TOWNSHIP

Incidents Reported Between 09/01/2020 and 09/30/2020



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
DRUG					
1832	NARCOTICS-POSSESSION-MARIJUANA,ETC.	5			
1834	NARCOTICS-POSSESSION-OTHER DANGEROUS	1			
1890	NARCOTICS - REPORTS	1			
		7			
DUI					
2110	DRIVING UNDER THE INFLUENCE-LIQUOR/DRUGS	1			
2111	DRIVING UNDER THE INFLUENCE - ALCOHOL	2			
2112	DRIVE UNDER INFLUENCE-ALCOHOL-IMPAIRED	1			
2121	DRIVE UNDER INFLUENCE - DRUGS	1			
2122	DRIVE UNDER INFLUENCE - DRUGS-IMPAIRED	1		1	
		6			
FIRE					
3700	FIRE - RESIDENTIAL	1			
3701	FIRE-COMMERCIAL	1			
3702	FIRE-VEHICLE	1			
3703	FIRE-ALL OTHERS	5			
3840	FIRES (INCLUDING ALARMS-FOUNDED/UNFOUND)	6			
		14			
FRAUD					
1100	FRAUD	3			
1130	FRAUD - ALL OTHERS (FLIM-FLAM, ETC.)	5			
1191	FRAUD - REPORTS	2			
		10			
HAVERFORD					
9041	ASSIST HAVERFORD PD	1			
KNOX					
9094	KNOX BOX ADMIN	1			
LIQUOR					
2211	LIQUOR LAW-UNDERAGE-PURCH,CONSMP,POSSES	3			
LMPD					
9040	ASSIST LOWER MERION PD	1			
LOST/FOUND					
5002	LOST & FOUND - FOUND ANIMAL	4			
5004	LOST & FOUND - FOUND ARTICLES	6			
5006	LOST & FOUND - LOST ANIMAL	3			
5008	LOST & FOUND - LOST ARTICLES	5			
		18			
MEDICAL					
3871	MEDICAL EMERGENCY - AED USED BY PD	1			
MV ACCIDEN					
6002	ACCIDENT - NO INJURIES (REPORTABLE)	5			

October 19, 2020

# Calls for Service - by Keyword

RADNOR TOWNSHIP

Incidents Reported Between 09/01/2020 and 09/30/2020



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
MV ACCIDEN					
6004	ACCIDENT - HIT & RUN	<u>7</u>			
		12			
MV THEFT					
0710	MOTOR VEHICLE THEFT-AUTO	1			
0713	M.V. THEFT - AUTOS - DRIVEWAY	<u>1</u>			
		2			
N-TRAF CIT					
CITN	NON-TRAFFIC CITATION	19			
OTHER					
4018	NON-CRIMINAL-ST. LIGHT OUT, ST. REPAIRS.	3			
PFA					
2647	ALL OTHERS - PROTECTIVE ORDERS	1			
PROPERTY					
2910	LOST/MISSING PROPERTY	1			
PUBL DRUNK					
2300	PUBLIC DRUNKENESS	2			
SERVICE					
7002	NOTIFICATION - COMMUNITY DEVELOPMENT	0	1		
7008	NOTIFICATION - SEWER DEPT.	1			
7010	NOTIFICATION - PARKS DEPT.	2			
7014	PUBLIC SERVICE - OTHERS (OFFICER ASSIST)	9			
7090	PUBLIC SERVICES - REPORTS	<u>2</u>			
		14			
SEXUAL					
1790	SEX OFFENSES - REPORTS	1			
SUICIDE					
4300	MENTAL HEALTH-EMERG.302/SUICIDE ATTEMPTS	0	1		
SUSPICIOUS					
3500	DISTURBANCE - DISORDERLY PERSONS	3			
SVC CALL					
3810	SERVICE CALL-ALARMS-UNFOUNDED-EXCPT FIRE	2			
3850	HAZARDOUS CONDITIONS	9			
3880	OPEN DOORS/WINDOWS - DISCOVERED	<u>2</u>			
		13			
THEFT					
0611	THEFT-\$200 & OVER-POCKET PICKING	1			
0614	THEFT-\$200 & OVER-FROM AUTO (EXCPT 0615)	3			

October 19, 2020

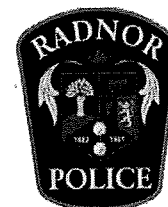
# Calls for Service - by Keyword

RADNOR TOWNSHIP

Incidents Reported Between 09/01/2020 and 09/30/2020



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
THEFT					
0616	THEFT-\$200 & OVER-BICYCLES	1			
0617	THEFT-\$200 & OVER-FROM BUILDINGS	1			
0619	THEFT-\$200 & OVER-ALL OTHER	2			
0624	THEFT-\$50 TO \$200-FROM AUTO (EXCPT 0625)	2			
0627	THEFT-\$50 TO \$200-FROM BUILDINGS	1			
0629	THEFT-\$50 TO \$200-ALL OTHER	1			
0639	THEFT-UNDER \$50-ALL OTHER	2			
0644	THEFT-ATTEMPTED-FROM AUTO (EXCEPT 0645)	1			
0649	THEFT-ATTEMPTED-ALL OTHER	1			
0690	THEFT - REPORTS	19			
		35			
TRAF CIT					
CITT	TRAFFIC CITATION	4			
TRAFFIC					
6606	TRAFFIC RELATED - DIRECT TRAFFIC	2			
6610	TRAFFIC RELATED - MOTORIST AID	1			
6612	TRAFFIC RELATED - SIGNALS-SIGNS OUT	6			
		9			
TREDYFFRIN					
9045	ASSIST TREDYFFRIN PD	1			
VILLANOVA					
4651	REFERRED TO VILLANOVA PD	19			
VUPD					
9049	ASSIST VUPD	3			
WARRANT					
8010	WARRANTS - LOCAL - CRIMINAL	2			
Total Calls		1,258			



## OCTOBER

<u>Description</u>	<u>Primary Count</u>
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### Parking Tickets

Month of September 2020	70
January – September	3,257

### Residential and Commercial False Alarm Violations

Month of September 2020	77
January – September	517

### Moving Violations

Month of September 2020	258
January – September	2,685

### Radnor Police Training – September 2020

CODY Training for the entire Police Department

**CRIME ALERTS**  
**SEPTEMBER 2020**

A resident of the 600 block of Jefferson Rd. reports that several political signs were stolen from his front yard. If anyone may have seen anything or was the victim of similar type of crime, they are asked to call the Radnor Police at 911.

The resident of the 600 block of Sproul Rd. reports the theft of several political signs from the front of their home. 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 Wednesday, 9/2/2020, a resident on Wyldhaven Rd. reports the theft of signs from their property. If anyone else was the victim of a similar type of crime, they are asked to call the Radnor Police at 911.

A vehicle parked on Charles Drive, a vehicle was damaged sometime on 9/4/2020. The vehicle, a silver Toyota Camry, had scratches made on its hood, possibly by a key. If anyone may have seen anything or was the victim of similar type of crime, they are asked to call the Radnor Police at 911.

A resident on Fairview Drive reports several packages stolen from in front of their home between 8/21/2020 and 9/3/2020. One of the the packages was delivered from Amazon and three packages were delivered by FedEx. All the thefts occurred during the daytime hours. 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 9/10/2020, at approximately 11:00 PM, a doorbell camera in the 100 block of Wentworth Lane, recorded a male attempting to open several park vehicles in the area. The video shows an unknown aged person, possibly a male, carrying a coffee cup in their left hand trying to open several vehicles in the area. If anyone else may have seen anything at this time, they are asked to call the Radnor Police at 911.

On 9/12/2020 a RPD Officer reports locating an open syringe with an exposed needle in the driveway of 795 E. Lancaster Av.

The Radnor Police continues to receive reports of signs being removed from the properties of residents throughout the Township. The most recent thefts have occurred in the 400-600 blocks of Conestoga Rd., E. Beechtree La., Forest Rd., Lowrys La., and Sproul Rd. If anyone may have any information in regards to these thefts they are asked to call the Radnor Police at 911.

Sometime between 7 pm on 9/13/2020 and 8 am on 9/14/2020 a resident on Aberdeen Terrace had their driver's side window smashed. At the time of the report the victim reported nothing stolen. 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.



Sometime over night between 4/30/2020 and 5/1/2020, a resident advised their son's bike was stolen. The resident reports the bike was a REI CTY 1.1 bicycle valued at \$450.00. 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.

A resident of Jefferson Rd. reports several signs stolen from the front of their property. The resident reports the theft occurred several weeks ago and is only reporting it now after seeing all the other theft reports that have been made throughout the Township.

The victim was shopping at the Giant Supermarket located at 550 E. Lancaster Av. on 9/12/2020 between 2:00 pm and 2:40 pm. when her credit card was stolen. The credit card was a green L.L. Bean Mastercard. The credit card was used fraudulently for in excess of \$1258.00 at various locations. If anyone else may have been a victim of a similar type of crime at this location, they are asked to call the Radnor Police at 911.

A resident of the 800 block of Maple Glen Lane reports that she discovered a case of White Claw alcoholic beverages was removed from her opened garage. The resident was alerted when her dog began to bark incessantly in her rear yard. When she went to investigate she saw the case of alcohol sitting in her driveway. She was able to confirm that this was her alcohol that was removed from her garage. The resident saw nothing else and nothing else was disturbed in the garage.

Signs located on properties throughout Radnor Township continue to be stolen and/or vandalized. The most current locations occurred on N. Wayne Av., Glenmary Rd., Parkes Run La., Montrose Av., and Conestoga Rd.

*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.*



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**RADNOR TOWNSHIP POLICE DEPARTMENT**  
301 Iven Ave., Wayne, PA 19087

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**Office of Emergency Management**

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To: Superintendent Christopher Flanagan

From: Radnor Township Office of Emergency Management

Date: 10/12/2020

Subject: OEM Actions:  
Joint Emergency Services Meeting 2020-#01  
COVID-19 Continued Efforts  
Water Rescue Vehicle

---

On Wednesday, October 7, 2020, at 1300 hrs. the first Joint Emergency Services Meeting was held in the Police roll call room. In attendance were members of Police, Fire, and EMS who provide service to the Radnor Township community.

The representatives included:

**Police:** Radnor PD - Superintendent Flanagan, Lt. Pinto

**Fire:** Radnor Fire - Chief J. Maguire, Deputy Chief M. Maguire, Executive Director Brazunas  
Bryn Mawr Fire - Chief Kincade  
Broomall Fire - Chief Dobbins

**EMS:** Radnor EMS - Director Zimmerman

**Emergency Management:** EM/Sgt. Gluck

The purpose of the initial meeting was to decide on how future meetings will be held and in what manner. A decision was met where these meetings will take place every two months, before major events which impact the Township, and just before a major weather event. These meetings can be held in person or virtually based upon scheduling and need.

Topics which were discussed at this meeting include the following:

- Access to emergency contact information and how that information is distributed
- False alarms and how they are handled based upon Radnor Code
- Road work and road closure notifications to first responders in order to reduce response times
- County radio communication issues/concerns
- Safety notifications being placed in the County CAD system relating to buildings within the Township which have been condemned or considered a hoarding situation by Radnor Community Development

Next: The next meeting will be held in December or sooner if needed.

**COVID-19:** Mitigations efforts continue. Further supplies have been obtained including no touch sanitizer dispensers. These have been placed throughout the Township building and Public Works facility. Our team also conducted follow ups at businesses and provided information to our staff so they continue to be safe following the protocols.

Several postings were also made to include Halloween resource information and restaurant guidance for increased occupancy and self-certification.

**Water Rescue Vehicle:** The vehicle was delivered to the up-fitter who will provide paint/coating, lighting, and sirens. Once complete the vehicle will then be transported to the secondary up-fitter who will install the lift platform on the rear of the vehicle. This platform will allow for the rescue of persons who are disabled or elderly.

**RADNOR TOWNSHIP POLICE DEPARTMENT**  
**THANK YOU LETTERS**

# MENAGERIE

BOUTIQUE

We

Respect you

Support you

&

Thank you

Be Well . Stay Safe !

- your friends at Menagerie

MENAGERIEBOUTIQUE.COM

Bates

THAT WAS  
AN AMAZINGLY

NICE

THING YOU DID.

Thank you for your service  
and for always keeping  
us safe.

Thank you!

Pack 19 Cub Scouts  
Ithaca Elementary  
School

October 1<sup>st</sup>, 2020

Dear Mr. Flanagan -

A little note to  
Thank you for how

you've helped Notre  
Dame Academy feel  
safe!

My heart is still smiling  
after you took a moment  
to acknowledge every day  
my appreciation to you,  
by waving back to me!

Blessings to you and  
your family. Ariadna Fink

Officers Greaves + Laffredo -

Thank you for all that you do for  
our community and thank you for  
helping us celebrate a family birthday.

You are true superheroes.

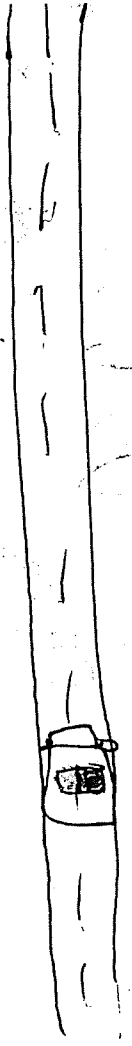
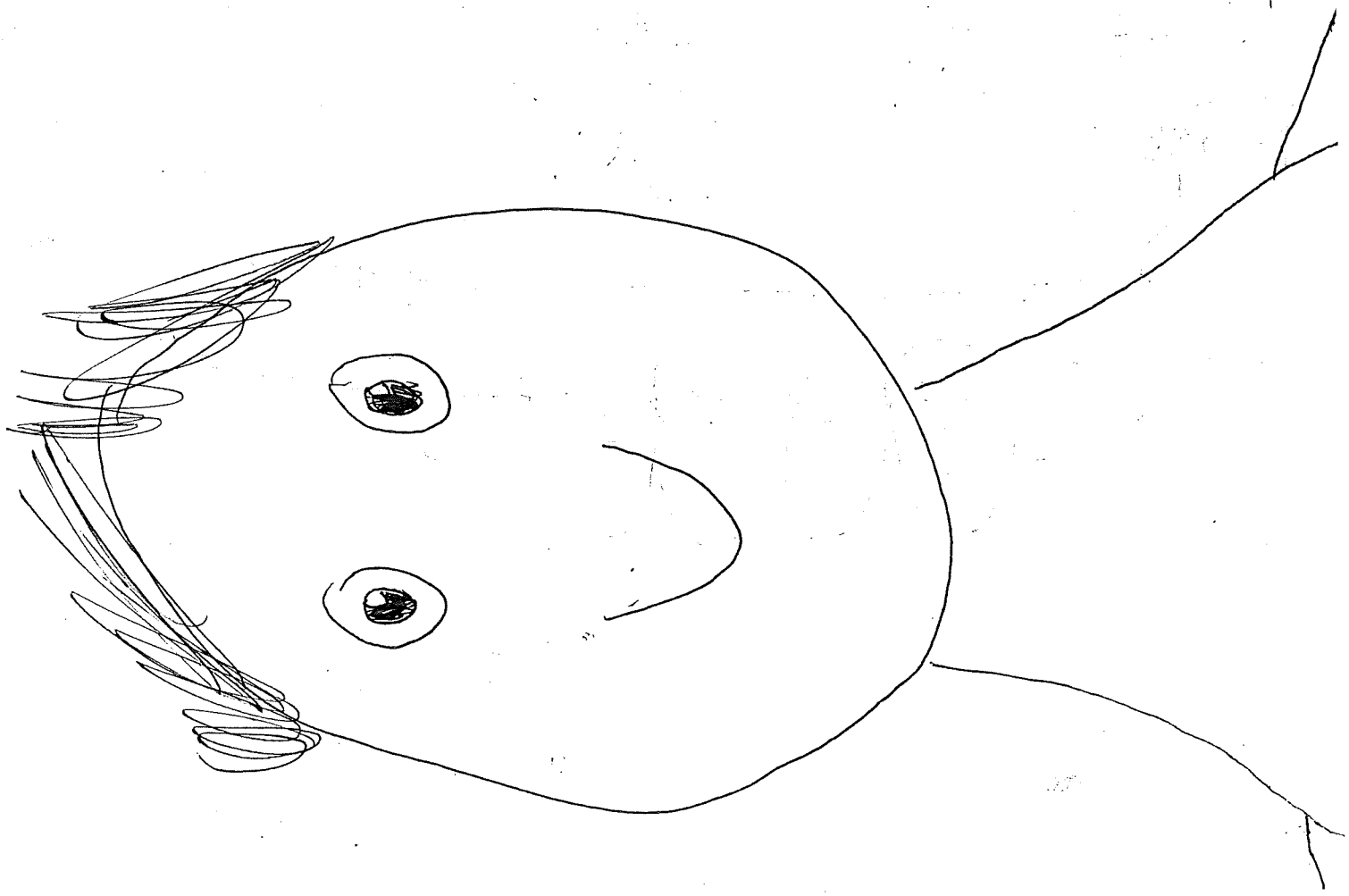
Porter - Finn - Stella Rust.

Wendy PA



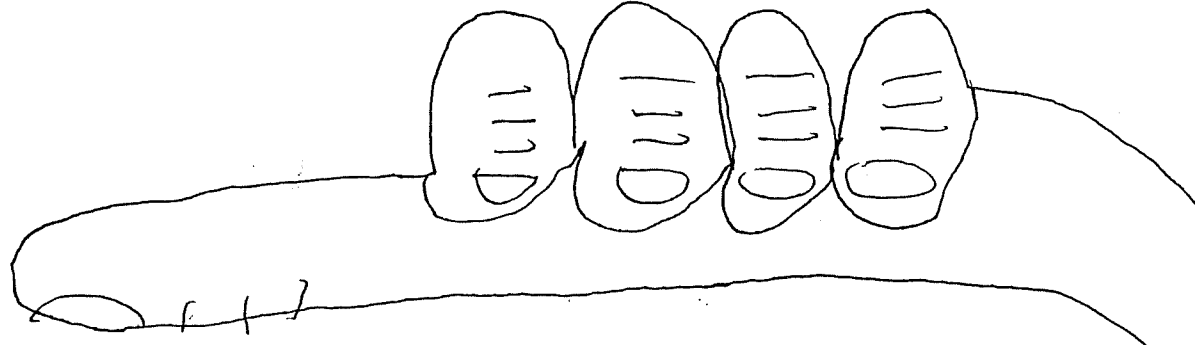
u

Thank  
you



Thank  
you for  
keeping us safe  
in times like  
these.

From Porter Rust



Thank you! I appreciate your assistance!

Michelle A. Diekow, PCSBA  
Business Administrator/ Board Secretary  
Radnor Township School District

**From:** Mark Stiansen <[mstiansen@radnor.org](mailto:mstiansen@radnor.org)>

**Sent:** Friday, October 16, 2020 3:14 PM

**To:** Diekow, Michelle <[Michelle.Diekow@rtsd.org](mailto:Michelle.Diekow@rtsd.org)>; Joseph Pinto <[jpinto@radnor.org](mailto:jpinto@radnor.org)>

**Cc:** Chris Flanagan <[cflanagan@radnor.org](mailto:cflanagan@radnor.org)>; Kevgas, Panayota <[Panayota.Kevgas@rtsd.org](mailto:Panayota.Kevgas@rtsd.org)>; Wiedlich, David <[David.Wiedlich@rtsd.org](mailto:David.Wiedlich@rtsd.org)>; Bechtold, Dan <[Dan.Bechtold@rtsd.org](mailto:Dan.Bechtold@rtsd.org)>; Hearn, John <[John.Hearn@rtsd.org](mailto:John.Hearn@rtsd.org)>; Kent, Douglas <[Douglas.Kent@rtsd.org](mailto:Douglas.Kent@rtsd.org)>; Dolan, William <[William.Dolan@rtsd.org](mailto:William.Dolan@rtsd.org)>; Dutkiewicz, Shawn <[Shawn.Dutkiewicz@rtsd.org](mailto:Shawn.Dutkiewicz@rtsd.org)>; Bryan, Vaughn <[vaughn.bryan@rtsd.org](mailto:vaughn.bryan@rtsd.org)>; Steve Norcini <[snorcini@radnor.org](mailto:snorcini@radnor.org)>

**Subject:** RE: Police Presence

Good afternoon, Ms. Diekow,

As an FYI, the traffic light contractor is supposed to be sending somebody out this afternoon to assess the light and make any recommendations to help the traffic on Raider Rd.

Mark

**Sergeant Mark Stiansen #302**  
**Radnor Township Police Department**  
**Highway Patrol Unit**  
301 Iven Ave.  
Wayne, PA 19087  
610.688.5606 ext. 276  
[mstiansen@radnor.org](mailto:mstiansen@radnor.org)



Lieutenant Pinto and Sergeant Stiansen,

I spoke with Mrs. Kevgas, principal at Radnor High School regarding police presence at RHS, at the light on King of Prussia Road at dismissal time. We would like this to continue through next week, Friday, October 23, 2020. After next week, we will only need the police presence at Radnor Middle School in the morning and afternoon.

Feel free to contact me if you have any questions of concerns.

Michelle A. Diekow, PCSBA  
Business Administrator/ Board Secretary  
Radnor Township School District

**I'll never leave Radnor...a love letter.**

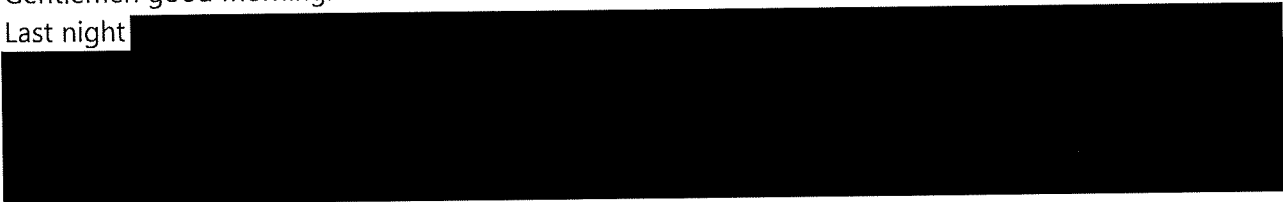
Betsy Kalish <betsy@seven-arts.com>

Fri 9/25/2020 8:59 AM

To: Chris Flanagan <cflanagan@radnor.org>; Shawn Dietrich <sdietrich@radnor.org>

Gentlemen good morning:


Last night



I am writing because once again, the Radnor Police came through with patience, compassion and swift action. All tolled, I think we interacted with about 7 different officers (must have been a slow news night) and each one was outstanding. They listened, they assessed and they advised.

Historically when I have interacted with the police, I have been the panicked one but this time, I was a helper and was able to observe.

Throughout the entire event I just kept thinking how lucky we are to have this group of officers in the community.

For  (who has just recently left Radnor and now lives in Philly) and me--and MOSTLY for our children--thank you!

As you both know, I do not feel like I belong in this community and I often think about moving back to Mt Airy. Experiences like last night (and the multitude of others I have had myself) would give me great pause to ever leave Radnor.

We are in profoundly troubling times and I believe things are going to get a lot worse with law enforcement right in the middle of it. My gratitude is deep and I hope you stay safe from COVID and from the dangers of the work you do protecting our community.

Betsy

Betsy Kalish  
Seven Arts

September 22, 2020

Christopher B. Flanagan, Superintendent  
Radnor Township Police Department  
301 Ivan Avenue  
Wayne, PA 19087-5297

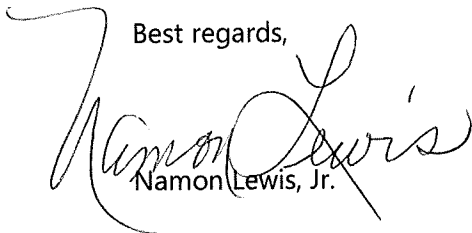
Dear Superintendent Flanagan:

This is a note of appreciation for the polite and respectful assistance I received from one of your officers, Kyle Hand, on August 29, 2020.

By way of background, my car stalled while exiting the Sunoco service station. I was waiting for help to arrive; I saw a police car arriving. I explained my dilemma to Officer Hand and told him that while I was able to get my car started again, I was concerned that it may die again on my route home. Officer Hand readily agreed to follow me to ensure my car was operable and that I made it safely home.

As an African American male, I am acutely aware of how innocent interactions with police can unintentionally morph into confrontation for a myriad of reasons. I appreciate Officer Hand's consummate professionalism, calm approach and willingness to assist and ensure my safety. Kindly pass my compliment along.

Best regards,



Namon Lewis, Jr.

October 14, 2020

Dear SGT Gluck,

With the 2020 Census drawing to a close, I want to thank you for being a key contributor to making the Census a successful effort in Radnor and the surrounding area. Federal aid apportioned using Census data exceeds \$2,000 each year for every man, woman, and child. As you may know, getting a complete and accurate count of residents directly impacts the funding of programs that provide medical assistance, supplemental nutrition, highway construction and maintenance, Pell Grants, school lunches, and special education, just to name a few of the largest beneficiaries.

When Covid-19 hit, it caused not only a postponement of our schedule by a few months, it caused almost all our training venues partners to remove themselves from consideration due to health concerns. Thanks to your help, we were able to train several dozens of enumerators in the Radnor Township Municipal Building. The enumerators on-boarded there contributed thousands of hours of work to try to make sure that everyone in the area was counted. Without exaggerating, I do not know how we would have accomplished our task without your help.

Thank you again for your charitable community spirit.

Sincerely,

A handwritten signature in black ink, appearing to read "S E Widtfeldt".

**Steven E. Widtfeldt, Census Field Manager**

**Reading Area Census Office**

**U.S. Census Bureau**

**Office: 484.878.6000 | Mobile: 610.568.4785**



September 15, 2020

Radnor Township Police Department  
310 Iven Avenue  
Wayne, Pa 19087-5297

ACADEMY of  
**NOTRE DAME**  
de NAMUR

Superintendent Flanagan

I wanted to thank you for my congratulations letter. I have it hanging up in my office. Checking the calendar, I was wondering if we could schedule a visit on Monday September 28th anytime. I could meet some of the female officers, introduce myself, the movie we would like to partner with, "Walking While Black". Also, I can look over some of your Bias literature and any other Diversity, Equity and Inclusion work you may want to discuss. If this date is not good please let me know a few dates and times so we can lock in a date.

Mr. Flanagan The Academy of Notre Dame is very fortunate to be working with you on this very important issue during these unsettling times. I thank you again for your time and consideration.

I pray for you and your offers safety

Be Well

Tina

--

**Tina L. Williams**

**Director of Diversity, Equity, and Inclusion**

Academy of Notre Dame de Namur

560 Sproul Road

Villanova, Pa 19085

610.687.0650, ext. 242

[twilliams@ndapa.org](mailto:twilliams@ndapa.org)





Thank you for all you do! Most of us know you are here for us. This is an awkward time in our country and we support you.

Thank you!

For more info visit – [Facebook.com/ LunchonusUSA](https://www.facebook.com/LunchonusUSA)



# Certificate

YOU HAVE BEEN SERVED BY



*in recognition of  
your dedication, passion, and hard work*

*Name of Presenter*

*Date*

*Chris M. Long*

*Sept 21, 2020*

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

Officers Laffredo and Greaves

Thank you so much for visiting our home last weekend and helping us celebrate Finn's 6th Birthday. Your visit was so special and meant the world to Finn and to our family. We appreciate all that you do for our community and for taking the time out of your busy day to bring such joy to Finn and his friends.

We have some goodies to drop off for you and the K9 unit. We'll plan to drop them off next week at the station. Is there a day/time that works best? or is anytime ok? I also have tons of pictures of you both with the kids if you wanted copies for any reason.

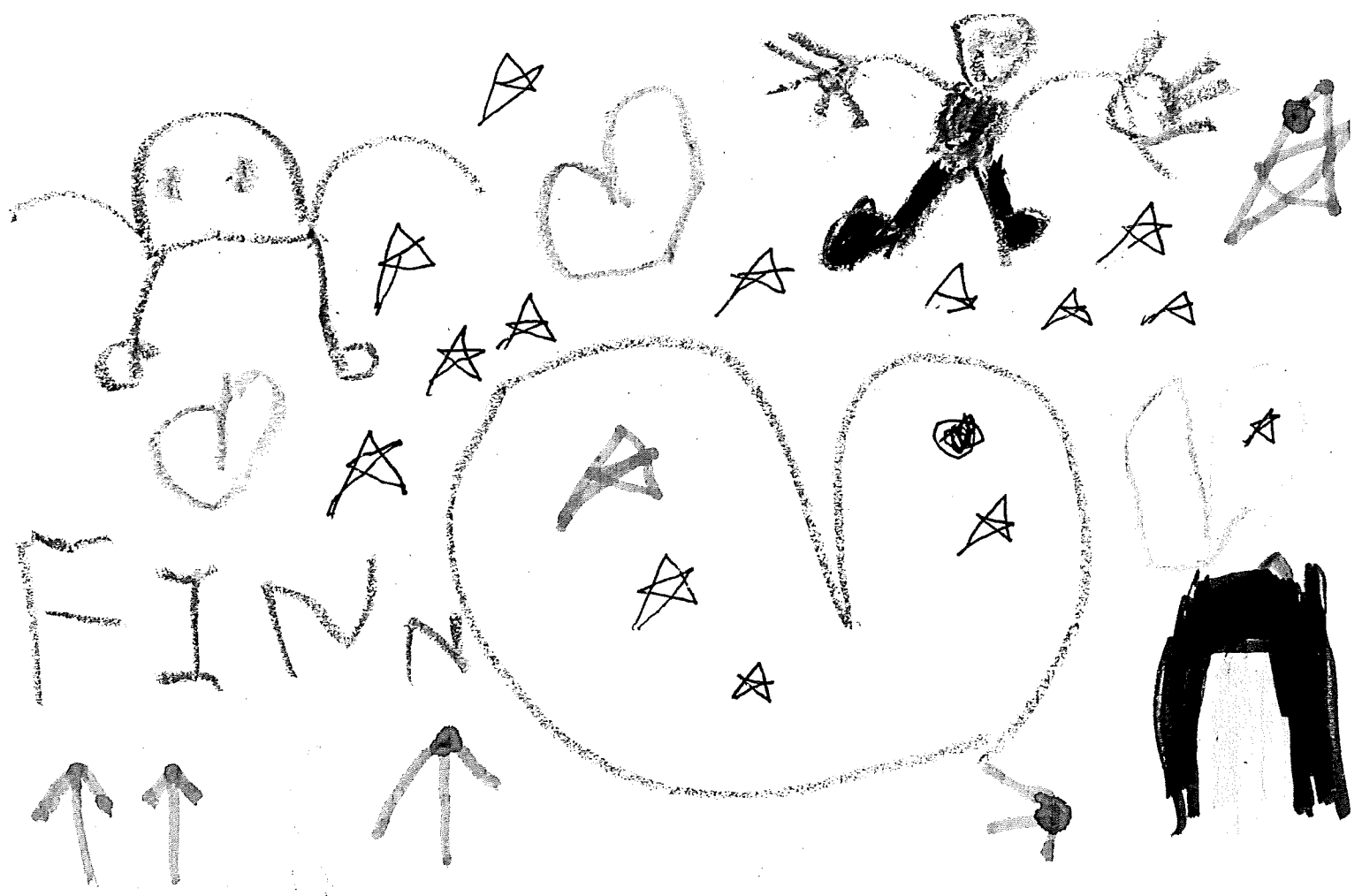
Thank you again for your service and for going out of your way for our family.  
All the best and be safe  
Meredith

*Meredith N Osterman, MD*









Visit to Radnor Police

Happy 3<sup>rd</sup> Birthday to Benjamin











Cub Pack 19  
2755 S. Bryn Mawr Ave  
Apt. K-33  
Bryn Mawr, PA  
19010

Rodner

Police Department

To: Officer Bates

From: Cub Scout Pack 19  
Ithaca Elementary School

Hello all, Here's a thank you from the Wayne Church Food Pantry team. It was a pleasure to work with you! Hope we can join together again! Mark, Your son was terrific in the Radnor 21 video!! Bob

Here you go... 😊

<https://youtu.be/up3qwbM7AOI>

Susan Walter  
Administrative Assistant  
Office Hours:  
Tuesday, Wednesday & Thursday 10-3



A United Methodist Community  
210 South Wayne Ave.  
Wayne, PA 19087  
610.688.5650  
[www.wayneumc.org](http://www.wayneumc.org)



# Devon 50 Troop Food Collection



Prepared. For Life.®

**Saturday, September 19<sup>th</sup> 9:00am-1:00pm**

**Benefiting**

**Wayne Food Pantry**

**Non-contact Car Drop-off**

**“Pull-up and Pop trunk”**

## **Two Drop-off Locations:**

**Radnor War Memorial (Across from Radnor Fire House)  
150 S Wayne Ave, Wayne, PA 19087**

**St. Matthew's United Methodist Church  
600 Walker Rd, Wayne, PA 19087**

**Non-perishables Needed (Most needed items in red/upercase):**

- PEANUT BUTTER/JAMS/JELLIES
- CANNED TUNA/CHICKEN/MEATS
- CANNED VEGETABLES
- CANNED SOUP
- SPAGHETTI SAUCE
- Canned beans/ Canned fruit
- Cereal
- Pasta, Mac & cheese
- Boxed rice & mashed potatoes
- Meal kits ( Hamburger Helper)
- Toiletries ( Toilet paper, Toothpaste, Shampoo, Soap etc.)





Christopher Flanagan  
Superintendent of Police  
301 Iven Ave.  
Radnor, PA 19087

October 5, 2020

Superintendent Flanagan,

On Sunday September 27, 2020, we held our annual Ride to Remember motorcycle run from the memorial at Rose Tree to Tom & Jerry's in Ridley Twp. As you know, the participation this year was absolutely incredible, the weather was great, and the food was delicious. That all made for a wonderful day. Specifically, the foundation would like to thank you and the Radnor Police, Motorcycle Unit for the outstanding support that the members give the foundation every year for this ride event. They kept our riders safe and made the ride enjoyable. Your generosity helps the foundation continue to grow and stay committed to our mission of honoring those brothers and sisters in law enforcement that lost their lives serving the citizens of Delaware County. Thank you.

Sincerely Yours,  
*James P Reardon*  
James P Reardon  
President, DCLEMF

To all of you who helped make today's "Undoing Racism Day" a reality,  
on behalf of all the board of directors of the CommUNITY Breakfast Collaborative

THANK YOU!

It is a blessing to work with you all. I and many others participating today are inspired to continue to do the work, because of each of YOU

Please know today's program was recorded. The various portions will be produced into a short program we will share widely when it is ready.

We will send a survey by email soon too.

Thank you and continue to be in touch as we work toward a more equitable world and journey to become the "beloved community"

--

Peace,

The CommUNITY Breakfast Collaborative  
P.O. Box 135  
Villanova, PA 19085

President: Anne Patricia Minicozzi, MFA, MA - Villanova University  
Vice President: Sean P. Chambers, MFA - Valley Forge Military College, Wayne  
Secretary: Diana Robertson - President, NAACP Main Line Branch  
Treasurer: Chuck Marshall - Central Baptist Church, Wayne  
Director: Rev. Carolyn Cavaness - Pastor, Bethel AME Church, Ardmore  
Director: Dr. Gity Etemad - Baha'i Community of Radnor Township  
Director: Susan Underwood - Radnor League of Women Voters

Mission: To become the "beloved community" through civic engagement:  
Dialogue / Education / Networking / Prayer / Action





P.O. Box 135  
Villanova, PA 19085

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**Director:** Dr. Gity Etemad - Baha'i Community of Radnor Township  
**Director:** Susan Underwood - Radnor League of Women Voters

### Job Description for the Breakout Room facilitator

- a. Read in advance the PDF of the Ground Rules for Engaging in Dialogue (attached)
- b. Read in advance the PDF of the Bread for the World Racial Wealth Gap Learning Simulation (attached)
- c. Register for the 9/16 event at <https://communitybreakfast.weebly.com>
- d. Attend the training via Zoom **Thursday, September 10 at 2 p.m.** at this ZOOM link:  
<https://villanova.zoom.us/j/96516045733>
- e. **Day of Event:** Join the Zoom event **Wednesday, September 16th at 7:45 a.m.** at the ZOOM link which will be sent to the email address that you provide.
- f. We anticipate that each breakout room would have about eight (8) members as follows: one (1) facilitator, at least two (2) youth and five (5) adult attendees; the intergenerational aspect for this activity is important for fruitful dialogue.
- g. Upon entering your breakout room, introduce yourself as the facilitator and timekeeper
- h. Ask everyone if they understand the Ground Rules for Engaging in Dialogue and agree to abide by them. Each must agree in order to participate.
- i. Now ask each participant to introduce themselves briefly and what they would like their personal "takeaway" to be from the 9/16 event
- j. Ask someone to volunteer to take a few notes to be shared with other members of your group via the Chat function, if they would like to have notes
- k. Decide who will be the White and Black participants (suggest playing the opposite of your race)
- l. Beginning with policies #8 and #13 play the Simulation having a volunteer read aloud each policy.
- m. Ensure each participant is keeping a tally of their cards: "Money cards," "Property cards" and "Lost Opportunity" cards
- n. Read as many policy cards as feasible in 20 minutes
- o. At 20 minutes, move to the "debriefing" card and discuss the questions
- p. Ensure everyone is heard and that no one member is monopolizing airtime. You may need to "call" on a participant who has not yet shared any comment
- q. Try to listen to be sure multiple viewpoints are shared by the group.
- r. At 25 minutes, sum up observations as a group, so the volunteer can write up a few notes for your group and post this brief summary in the chat so the summary can be copied from the chat if desired, by your group members and so that the CBC will have a record of the summary of each group.
- s. Encourage each to reflect on their personal takeaway from the Learning Simulation, and an action they can take.
- t. Remind members to think about questions to ask the panel. Questions should be directed to "**Gity Etemad**", not to "everyone"
- u. Thank the breakout group members for participating!



P.O. Box 135  
Villanova, PA 19085

Mission: To become the "beloved community" through civic engagement:  
Dialogue / Education / Networking / Prayer / Action

President: Anne Patricia Minicozzi, MFA, MA - Villanova University  
Vice President: Sean P. Chambers, MFA - Valley Forge Military College, Wayne  
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Director: Rev. Carolyn Cavaness - Pastor, Bethel AME Church, Ardmore  
Director: Dr. Gity Etemad - Baha'i Community of Radnor Township  
Director: Susan Underwood - Radnor League of Women Voters

Brief itinerary for Wednesday, September 16, 2020 Undoing Racism Day

7:50 a.m. – 8:00 a.m. ONSCREEN WELCOME POWERPOINT PREPARED BY RAI GANESAN (AM)  
8:00 a.m. – 8:02 a.m. OPENING REMARKS – Welcome (AM)  
8:02 a.m. – 8:05 a.m. OPENING PRAYER (GE)  
8:05 a.m. – 8:10 a.m. 10<sup>th</sup> event, Barbara, Sponsors, Rules (AM)  
8:10 a.m. – 8:45 a.m. PART ONE: SIMULATION (CCC)  
8:35 a.m. - 8:45 a.m. REMINDER TO begin debriefing card, complete simulation (AM OR MH)  
8:44 a.m. – 8:45 a.m. CLOSE BREAKOUT ROOMS – one minute (AM OR MH)  
8:45 a.m. – 8:50 a.m. INTERMISSION-REFLECTION TIME  
8:50 a.m. – 9:15 a.m. PANEL DISCUSSION (CL)  
9:15 a.m. – 9:20 a.m. CLOSING STATEMENTS OF PANELISTS AND MODERATOR (CL)  
9:20 a.m. – 9:25 a.m. CLOSING REMARKS & SENDING FORTH PRAYER (CCC)  
9:25 a.m. – 9:30 a.m. END OF PROGRAM



## Vera Dimaio

---

**From:** Chris Flanagan  
**Sent:** Wednesday, September 16, 2020 9:32 AM  
**To:** Vera Dimaio  
**Subject:** FW: RECORDING OF 9/10 Facilitator training for PART ONE of 9/16 CommUNITY Breakfast Collaborative Annual Undoing Racism Day  
**Attachments:** Job Description for the Breakout Room facilitator\_CommUNITY Breakfast Collaborative Undoing Racism Day\_09\_16\_20.pdf; Ground Rules for Engaging in Dialogue.pdf; Bread for the World Racial-Wealth-Gap-Learning-Simulation-Print-Kit.pdf

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**From:** Anne Minicozzi <thecommunitybreakfast@gmail.com>  
**Sent:** Thursday, September 10, 2020 5:14 PM  
**To:** Anne Minicozzi <Thecommunitybreakfast@gmail.com>  
**Subject:** RECORDING OF 9/10 Facilitator training for PART ONE of 9/16 CommUNITY Breakfast Collaborative Annual Undoing Racism Day

Good afternoon:

Please find below the link to the recording of the Facilitator training held today (29 minutes):

[https://villanova.zoom.us/rec/share/v8P9AOi6foDqH6hmkSy-ciOpJ7p0-0ES26po5dhMrXvArKAr\\_zl6dtgXmiBWxVNR.Cj45-RAi9M\\_4ry9s?startTime=1599760983000](https://villanova.zoom.us/rec/share/v8P9AOi6foDqH6hmkSy-ciOpJ7p0-0ES26po5dhMrXvArKAr_zl6dtgXmiBWxVNR.Cj45-RAi9M_4ry9s?startTime=1599760983000)

The same materials as sent before are also attached here.

Thanks to the following volunteers who attended the training today:

1. Jose' Rodriguez (he/his/him): Jose' Rodriguez - Chief Diversity Officer @ Cabrini University
2. Chris Flanagan - Superintendent of Radnor Twp. Police
3. Roberta Winters, League of Women Voters
4. Prof. Sean Chambers, CBC VP and Prof. of English at VFMC in Wayne
5. Susan Underwood, CBC Director, Radnor League of Women Voters
6. Diana Robertson, CBC Secretary, President, NAACP Main Line Branch
7. Chuck Marshall, CBC Treasurer, Central Baptist Church, Wayne

**In order to have small group discussion, we will indeed need 8-10 more facilitators. Please REPLY to CONFIRM 1) you will register to attend the 9/16 event, 2) you will be able to view the training video and 3) you are available to be a facilitator on 9/16.**

Thank you so much for your part to foster meaningful dialogue in the breakout rooms about the racial wealth gap next Wednesday.

On behalf of the full board,

Peace,

Anne Minicozzi, President, CBC

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Greetings:

You are receiving this email because either you or someone you know suggested that you may be interested in being a facilitator of a Zoom breakout room of attendees (about 7) for the upcoming CommUNITY Breakfast Collaborative Undoing Racism Day.

We will have a training session on **Thursday, September 10 at 2 p.m.** and walk through the attached "job description", to help you to be comfortable with the facilitator role. The Zoom link for 9/10 is included in the attached.

You will need to register for the 9/16 event, please, for getting that event link sent to you the day before the event. (Register at <http://communitybreakfast.weebly.com>, click on "here" then click on "register")

Please see the attached, including 1) the job description, 2) the Bread for the World "Racial Wealth Gap Learning Simulation" toolkit and the "Ground Rules for Engaging in Dialogue" and let me know if you are interested and available both **Wednesday, September 16 from 8:00 till 9:30 a.m.** (with a Zoom connect time of 7:45 a.m.) and for the facilitators training session **9/10, meeting from 2-3 p.m.**

We anticipate wanting to train about 20-30 facilitators. If you do know of anyone else who is an employed or retired minister or faith leader, teacher, administrator, township manager, police officer, an Executive Director or board member of a non-profit related in mission to the CommUNITY Breakfast Collaborative, or someone with similar professional skills, who might enjoy volunteering in this way, please let me know of their name and email address. You may share this email with that person in advance if you like so they would have an idea of the job description and time commitment.

I look forward to hearing from you.

Thanks much for your support of the CommUNITY Breakfast Collaborative!

--

Peace, **Anne Minicozzi**

The CommUNITY Breakfast Collaborative  
P.O. Box 135  
Villanova, PA 19085

President: Anne Patricia Minicozzi, MFA, MA - Villanova University  
Vice President: Sean P. Chambers, MFA - Valley Forge Military College, Wayne  
Secretary: Diana Robertson - President, NAACP Main Line Branch  
Treasurer: Chuck Marshall - Central Baptist Church, Wayne  
Director: Rev. Carolyn Cavaness - Pastor, Bethel AME Church, Ardmore  
Director: Dr. Gity Etamad - Baha'i Community of Radnor Township  
Director: Susan Underwood - Radnor League of Women Voters

Mission: To become the "beloved community" through civic engagement:  
Dialogue / Education / Networking / Prayer / Action

Save the date for the annual event: Wednesday, September 16, 2020, beginning at 8:00 a.m.: UNDOING RACISM DAY,  
A VIRTUAL EVENT: "A DECADE OF DIALOGUE ON RACISM: WHERE DO WE GO FROM HERE?"

Good Afternoon Chiefs,

On behalf of Senator Kearney, I would like to thank those of you who were able to participate in our conversation on Wednesday. Your expertise and experience offered valuable insight, particularly related to next steps with the Governor's office. This important dialogue will contribute to commonsense policy making, that we can all be proud of. I'm looking forward to building a strong relationship with each of you, so we can continue to serve & protect Delaware County.

Respectfully,

Joe Bland

**Majovie (Joe) Bland** | *Constituent Relations Associate*

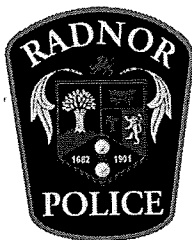
**Senator Tim Kearney** | 26<sup>th</sup> District

[Joe.Bland@PASenate.com](mailto:Joe.Bland@PASenate.com)

**Subject:** Thank you

To everyone that was involved with Saturday, that was a hell of a showing. Once again your planning and your teams rose to meet the challenge and kept everybody safe and orderly. Thanks for everything.

Tanner Rouse  
First Assistant District Attorney  
Delaware County District Attorney's Office  
610-891-4184 (O)  
610-891-4140 (F)



**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 Dietrich**  
Lieutenant

**Joseph W. Pinto**  
Lieutenant

**FOR IMMEDIATE RELEASE**

**Jeff Stacey Recognized for Service at Radnor Township Board of Commissioners Meeting**

**Radnor, PA (September 14, 2020)** – The Radnor Township Board of Commissioners recognized Jeff Stacey, founder of Radnor Citizen's Police Organization (RCPO), during its bi-weekly public meeting held at the Radnor Township Municipal Building on September 14.

"Jeff has put a tireless amount of time and dedication in founding the RCPO and ensuring it continues to have success in making Radnor Township a safer place for all residents," said Chris Kelleher, Treasurer of RCPO.

Mr. Stacey is a twenty-year resident of Radnor Township where he proudly raised his two children. Mr. Stacey served on the Board of the Radnor Soccer Club and ran multiple age groups. For many years he was a dedicated Radnor Wayne Little League baseball coach.

In 2012, Mr. Stacey was running the Radnor Town Watch Program when he suggested the concept of RCPO. In 2015, in collaboration with the Radnor Police Department, Township leaders, and the Board of Commissioners, the RCPO was formed. The program was designed to build and foster a positive relationship between the community and law enforcement. Members are comprised of volunteers from the Township who complete a nine-week course including classroom instruction and practical field exercises to gain a working knowledge of the Radnor Township Police Department and learn more about the issues that affect law enforcement in Radnor Township and also throughout the country.

"Jeff himself may feel that what he has accomplished is a single drop within Radnor Township. But Radnor Township would be less because of that missing drop. A single drop can have a ripple effect on the community, and that drop will be missed . "

Members of the RCPO have worked with law enforcement to assist in public safety and crowd control in major events such as the Papal visit in 2015, annual events such as Wheels Wayne and the Radnor Pumpkin Patch, weather disasters, traffic control and nights such as New Year's Eve and Mischief Night.

Mr. Stacey was instrumental in expanding the RCPO to include several other important initiatives. In 2015, the Radnor Township Citizens Police Academy (CPA) was formed followed by the Community Emergency Response Team (CERT) in 2016. The CPA is a program designed to provide participants with a working knowledge of the

Radnor Township Police Department. The main goal of the CPA is to provide the residents of Radnor Township a higher level of knowledge and insight into the workings of their police department. The CERT program is an all-risk, all-hazard training. This course is designed to help participants learn to protect themselves, their family, neighbors and neighborhood in an emergency. CERT members receive 17 1/2 hours (one day a week for seven weeks) of initial training. It is free for residents of Delaware County over the age of 18.

In socially distanced attendance to support Mr. Stacey at Monday's recognition ceremony were his family, friends and uniformed RCPO members as well as Township and RPD officials. The ceremony was also aired live on the Radnor Township You Tube Chanel, Radnor Township Comcast Channel 21, Verizon Channel 21. After the event, Mr. Stacey received well wishes at the Wayne Picnic Grove Tent on North Wayne Avenue with friends, family and RCPO colleagues. Best of luck to Mr. Stacey as he begins a new chapter out of state and leaves the programs he founded in the safe and capable hands of those he trained.

**ABOUT RADNOR TOWNSHIP POLICE DEPARTMENT:** Police Superintendent Christopher Flanagan oversees the Department which is staffed by 44 sworn Officers as well as full and part-time civilian staff which consists of: 1 Supervisor of Parking and Auxiliary Services; 2 Administrative Assistants; 4 Part Time Meter Inspectors; and 9 Crossing Guards. Officers are assigned to either the Detective Bureau, Highway Patrol or Patrol Divisions. The Radnor Police Department also maintains a Motor Unit, 2 K9 Officers, a Bike Patrol Unit, 2 Officers trained in Motor Carrier Safety (MCSAP), 6 SWAT Officers who are members of the Central Delaware County SWAT Team, 7 Major Incident Response Team (MIRT) Officers, as well as Officers who participate in the Delaware County Drug Task Force. The cornerstone of the Radnor Police Department is community based and oriented policing.

For more information, Press Only:

Molly Gallagher  
Public Information Office  
Radnor Township  
610.688.5600 x 197  
mgallagher@radnor.org

**Radnor Township Civic  
Association & Radnor Police  
Host**

# **TOWN HALL MEETING**

**September 15th, 2020,  
6:00 p.m. @ 248 Highland Avenue,  
Wayne**

***Join your neighbors and the Radnor Township  
Police Department for an evening of meaningful  
discussion.***

***Speak to the Chief & Meet YOUR Officers!***





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## **RADNOR TOWNSHIP POLICE DEPARTMENT**

301 Iven Ave., Wayne, PA 19087

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### **Town Hall Meeting**

September 15<sup>th</sup>, 2020

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### **Radnor Township Police Department Command Staff**

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**Superintendent of Police Christopher B. Flanagan** [cflanagan@radnor.org](mailto:cflanagan@radnor.org)

Twenty-two years of service to Radnor Township, oversees 44 sworn officers and manages the daily functions of the Department.

**Lieutenant Shawn Dietrich** [sdietrich@radnor.org](mailto:sdietrich@radnor.org)

Twenty-five years of service to Radnor Township, currently oversees Special Operations which includes the Detective Unit, the Traffic Safety Unit, and the Integrity Control Office.

**Lieutenant Joseph Pinto** [jpinto@radnor.org](mailto:jpinto@radnor.org)

Twenty-five years of service to Radnor Township, oversees the entire Patrol Division, which consists of 30 officers.

**Sergeant Joseph Maguire** [jmaguire@radnor.org](mailto:jmaguire@radnor.org)

Forty-one years of service to Radnor Township, assigned to the Integrity Control Office where he investigates complaints against officers, reviews the Body-Worn Camera footage, and administers the random chemical testing program for officers.

### **About the Radnor Township Police Department**

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- **Patrol Division** - consists of thirty (30) sworn officers who respond to all calls for service, conduct daily school visits and are often the ones you see driving around your community.
- **Detective Unit** - investigates all major crimes, follows up with Crime Victim to assure assistance was met and liaisons with Delaware County District Attorney's Office.
- **Highway Patrol Unit** - enforces traffic laws on high volume roadways, host monthly Staff Traffic Meetings where residents can apply for speed studies and other related matters, provide Motorcycle Patrol to areas unable to be traversed by vehicle.
- **Bicycle Unit** - 5 Patrol officers can be assigned at various times to 4 different bikes depending on the weather.
- **K9 Unit** - RTPD has four (4) K9 Officers. 3 are certified explosive detection canines who provide security sweeps at Township Events (Wheels of Wayne, Wayne Music Fest, PorchFest) and large celebrations (Villanova University Championship). One K9 is certified in narcotic detection.
- **Police Chaplains** - Six Chaplains of various faiths to assist residents, victims, and Officers.

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#### **More Information**



Twitter

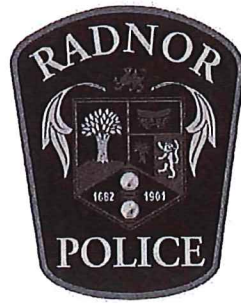
@RadnorPD



Facebook

@radnorpolice

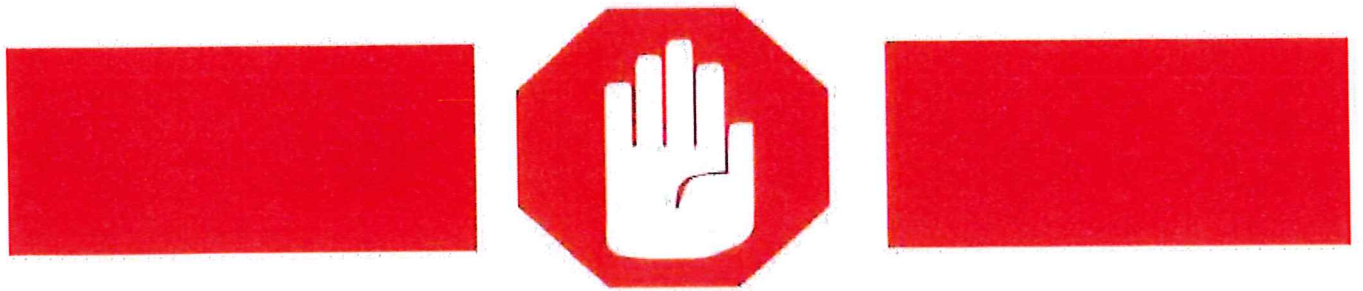




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**The Radnor Township Police Department has a large supply of Gun Locks available free to anyone who could use them.**





# **STOP THE BLEED**

To schedule a bleeding control  
training session for your  
organization, contact Lt. Shawn  
Dietrich of the Radnor Township  
Police Department

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

610-688-5606 x 117





# RADNOR TOWNSHIP POLICE DEPARTMENT

301 Iven Avenue  
Wayne, PA 19087  
Police Roll Call Room

*For Residents or Non-Residents*

American Heart cost for class is \$45.00















**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;  
Michael Simmons, Acting 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, SEPTEMBER 16, 2020 AT 10:00 AM.**

**NEW BUSINESS**

1. Meg Michaelis requests additional parking on Willow Avenue.

Meg Michaelis was not present at the meeting. Staff Traffic suggests updating the existing sign of "No Parking Anytime" to read "No Parking Here to Corner". This would require a New Ordinance. If a new Ordinance is approved, this would also allow 3 extra parking spaces on Willow Avenue to be utilized.

2. Joe Heavey requests installation of speed humps on Rockingham Road.

Joe Heavey was present at the meeting. Staff Traffic Committee states that Rockingham Road does not qualify for speed humps. Staff Traffic Committee states that a flashing speed board will be placed on Rockingham Road to help deter speeding vehicles.

3. Alyssa Slattery has concerns about speed on Fairfax Road.

Mrs. Slattery was present at the meeting. She discussed her concerns regarding speeding vehicles at this location as drivers use it as a cut-through street. Sgt. Stiansen stated that Fairfax Road does not qualify for speed humps due to the curve. He also stated that the speed limit of 15 mph is an illegal sign and cannot be enforced. To enable it to be enforced, the speed limit sign would need to be changed to 25 mph. This would require a new Ordinance to be created. In order for a new Ordinance to be created, a Petition

signed by 80% of the residents would be required. Also, Highway Patrol Officer Janoski stated that they performed a safety assessment at this location in 2017 and at that time, overgrown vegetation was an issue on the corner properties. Mrs. Slattery will discuss with her neighbors the interest of raising the speed limit. Staff Traffic Committee will place a speed board on Fairfax Road to help deter speeding vehicles.

4. Harry Furey has complaint of a parking issue/blocked driveway on Garrett Avenue.

Harry Furey was not present at the meeting.

Staff Traffic Committee states that 130 Garrett Avenue will get driveway triangles painted in front of the residence.

**See attached spreadsheet for pending issues**





# ***RADNOR TOWNSHIP POLICE DEPARTMENT***

301 Iven Ave., Wayne, PA 19087

## **September 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. Pennoni & Associates, the design firm, is revising the plans based on Penn DOT comments. It is anticipated bidding will occur Q4 of 2020, with construction in Q2-3 of 2021 (lead time for traffic signal equipment is up six months).
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	The design engineer is revising the plans based on recently received Penn Dot comments. Bidding is anticipated late 2020, with construction in Q3 of 2021(lead time for traffic signal equipment is up six months) .

# Radnor Township

## PROPOSED MOTION

DATE: October 16, 2020

TO: Radnor Township Board of Commissioners

CC: William M. White, Township Manager

FROM: Superintendent Christopher B. Flanagan

LEGISLATION: Motion to Authorize the Sale of Surplus Township Vehicle

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LEGISLATIVE HISTORY: The Police Department annually clears vehicles that are being replaced through the capital equipment program.

PURPOSE AND EXPLANATION: The Police Department is requesting to place the below vehicle as outlined below at J.J. Kane Public Auction:

Number	Description	VIN	Reserve Price (\$)
K1	2014 Land Rover LR4	SALAB2V66EA703992	500

IMPLEMENTATION SCHEDULE: These vehicles will be auctioned at the next available online auction.

FISCAL IMPACT: The Township will receive revenue, in the aggregate of the minimum reserves.

RECOMMENDED ACTION: I respectfully request the Board of Commissioners to approve the Motion for Clearance of Surplus Township Vehicles.

# CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board



**NAME OF OWNER:** JOHNSON BENJAMIN L & MEGHAN B  
**OWNER ADDRESS:** 219 PEMBROKE AVE  
**ADDRESS OF PROPERTY:** 219 PEMBROKE AVE  
**APPLICATION NUMBER:** HARB-2020-10

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

**Replace existing garage crushed by tree on June 3, 2020**

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:** October 26, 2020

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**TOWNSHIP OFFICIAL**

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**ACCEPTED BY APPLICANT**

# CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board



**NAME OF OWNER:** GRANTHAM VENTURES LLC  
**OWNER ADDRESS:** 12 S VALLEY RD  
**ADDRESS OF PROPERTY:** 100 PEMBROKE AVE  
**APPLICATION NUMBER:** HARB-2020-11

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

**Enclose existing exterior porch on far right side of house.  
Enclosure to be done in spirit and materials of existing home.**

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:** October 26, 2020

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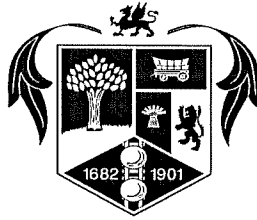
**TOWNSHIP OFFICIAL**

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**ACCEPTED BY APPLICANT**

# CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board



**NAME OF OWNER:** REED MICHAEL R & LAWRENCE BROOKE L  
**OWNER ADDRESS:** 421 ST DAVIDS RD  
**ADDRESS OF PROPERTY:** 421 ST DAVIDS RD  
**APPLICATION NUMBER:** HARB-2020-12

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

**Reconstruct 2<sup>nd</sup> floor and attic; rear family room  
addition; front porch addition with bedroom above**

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:** October 26, 2020

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**TOWNSHIP OFFICIAL**

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**ACCEPTED BY APPLICANT**

**RESOLUTION NO. 2020-110**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, AUTHORIZING  
PAYMENT OF \$9,841.20 TO HORN PLUMBING FOR THE EMERGENCY SEWER  
REPAIR AT WOODLAND AVENUE**

**WHEREAS**, a sewer line needed to be connected to the main along Woodland Avenue

**WHEREAS**, this situation was deemed an Emergency

**WHEREAS**, in accordance with the Township's requirements, the Township Engineer presented the situation to the Township Manager and Finance Director, and received authorization to have the sewer line connected

**NOW, THEREFORE**, be it **RESOLVED** by the Board of Commissioners of Radnor Township does hereby Authorize Payment of \$9,841.20 to Horn Plumbing for the Emergency Sewer Repair at Woodland Avenue

**SO RESOLVED** this 26th day of, October, A.D., 2020

**RADNOR TOWNSHIP**

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

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



# **Radnor Township**

## **PROPOSED LEGISLATION**

DATE: August 12, 2020

TO: Radnor Township Board of Commissioners

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

CC: William M. White, Township Manager

**LEGISLATION:** Resolution #2020-110 - Authorizing Payment of \$9,841.20 to Horn Plumbing for the Emergency Sewer Repair at Woodland Avenue

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

**PURPOSE AND EXPLANATION:** On September 16<sup>th</sup>, 2020, Township personnel were excavating what was thought to be a wet area in the road. It was determined a section of pipe was missing, and the pipe needed to be reconnected at a new location on the sanitary sewer line. In accordance with the Township's requirements for Emergency situations, I contacted the Township Manager and Finance Director to explain the situation and provide a ballpark estimate of the cost of repairs. The Township Manager authorized the Emergency Repair. Horn Plumbing made the repair on September 17<sup>th</sup>, 2020, and restores the road three days later

**IMPLEMENTATION SCHEDULE:** The Emergency Repair was completed on 9/17/2020, and in accordance with Township code, we are now before the Commissioners to authorize the payment.

**FISCAL IMPACT:** The cost of the Emergency Repair is \$9,841.20, to be paid from account the 02 sewer account.

**REQUESTED ACTION:** *I respectfully request the Board of Commissioners Authorize Payment of \$9,841.20 to Horn Plumbing for the Emergency Sewer Repair at Woodland Avenue*



# HORN PLUMBING & HEATING, INC.

304 NATIONAL ROAD, SUITE 100, EXTON, PA 19341

HIC# PA 031148

(610) 363-4200 FAX (610) 363-9080 www.hornplumbing.com

## INVOICE

<b>Bill To:</b> Radnor Township 301 Iven Ave.	<b>Invoice No:</b> 558800 <b>Invoice Date:</b> 10/01/20 <b>P.O. No.:</b> 1433093
<b>Attn:</b> St. Davids, PA 19087 Steve Amarant	<b>Phone:</b> 610-721-2118 <b>Fax:</b>

Job: 112 Woodland Ave

Hugo, Rob, Bill, Jesse, Jon, Tom: 9/17/2020 - 8 Hrs.

Dug with backhoe at area previously marked out above sewer Main to expose 12" transite piping and prepare to tap it for saddle installation drill hole in piping and install romac saddle install 6-in schedule 40 piping fittings from saddle to 6-in steel drain pipe previously exposed by Township under woodland avenue. Removed all mud and debris from ditch stoned around all piping with clean 2B stone. Installed 15' of perforated piping supplied by Radnor Township and installed 4" schedule 40 piping and fittings from perforated piping to side of Creek backfill with two b Stone on top of all four inch piping and tamp. Installed 2B modified stone to within 6" of milled blacktop tamping in 6" lifts prepared excavated area for 6" of binder. Made job site safe with fencing plates and barricades until road can be blacked topped.

Hugo, Rob, Bill, Jesse, Jamie, Tom, Jon: 9/21/2020 - 8 Hrs.

using backhoe crew remove steel rope plates from on top of the excavated area. Installed four by four by eight treated lumber along curb line to contain black top. Tamped the ditch to prepare to install blacktop base. Installed 6 ton of base material at two different lifts using roller at each lift to complete the work.

\*Note: All stone was supplied by Radnor Township.

Total Labor	8,400.00
Total Material	1,441.20
Total Amount	<hr/> \$9,841.20

**RESOLUTION NO. 2020-122**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, AUTHORIZING  
THE INSTALLATION OF EIGHT OVERHEAD TRAFFIC SIGNAL STREET LIGHTS  
AT THE INTERSECTIONS OF NORTH WAYNE & LANCASTER AVENUE AND  
NORTH WAYNE & STATION AVENUE, TO HIGGINS ELECTRIC IN THE AMOUNT  
OF \$24,640.20**

**WHEREAS**, The signal mounted ornamental street lights at the intersections of North Wayne & Lancaster Avenue and North Wayne & Station Avenue are no longer manufactured

**WHEREAS**, the non-functioning and damaged units cannot be repaired

**WHEREAS**, Charles Higgins and Sons has submitted a valid cost proposal to supply and install new, energy efficient light fixtures in keeping with those in the WBOD

**NOW, THEREFORE**, be it **RESOLVED** by the Board of Commissioners of Radnor Township does hereby Authorize the Installation of Eight Overhead Traffic Signal Street Lights at the Intersections of North Wayne & Lancaster Avenue and North Wayne & Station Avenue, to Higgins Electric in the Amount of \$24,640.20

**SO RESOLVED** this 26th day of, October, A.D., 2020

**RADNOR TOWNSHIP**

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

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

# **Radnor Township**

## **PROPOSED LEGISLATION**

DATE: October 20, 2020

TO: Radnor Township Board of Commissioners

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

CC: William M. White, Township Manager

**LEGISLATION:** Resolutions No. 2020 –122: Authorizing the Installation of Eight Overhead Traffic Signal Street Lights at the Intersections of North Wayne & Lancaster Avenue and North Wayne & Station Avenue, to Higgins Electric in the Amount of \$24,640.20

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

**PURPOSE AND EXPLANATION:** There are (8) eight ornamental streetlights that are affixed to the traffic signals at the intersections of North Wayne & Lancaster Avenue and North Wayne and Station Avenue. These streetlights are no longer manufactured, and parts are no longer available. They will have to be sawed off the poles to be replaced as they are so rusted. Some of them are no longer functioning and cannot be repaired, and one is broken off at the luminary.

Higgins electric has submitted a cost proposal to supply and install (8) eight new energy efficient LED lights at as replacements. PW will provide traffic control. As noted, the existing lights are no longer manufactured; the replacements are in keeping with the ornamental lights in Wayne.

**IMPLEMENTATION SCHEDULE:** Pending Commissioners approval, a purchase order will be processed. Upon approval of the PO, Higgins will be given the notice to proceed. There is a ten-week plus lead time for the light; it is anticipated the lights will be installed approximately 12-14 weeks from board approval.

**FISCAL IMPACT:** This project will be funded by the street light account.

*Charles A. Higgins & Sons Inc.*

Electrical Contractors

P.O. Box 647

Media, PA 19063

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Phone: 610-566-3700

Fax: 610-566-1409

September 24, 2020

Radnor Township  
Attn: Steve Norcini  
301 Iven Ave.  
Wayne, PA 19087

**Proposal**

Ref: Decorative light head and replacement

- A. Rt. 30 & Wayne Ave
- B. Wayne Ave & Station

1. Replace old seized up fixtures on traffic poles that don't work. The arms would have to be cut to get them down.
2. These would be replaced with a 1914 Libertyville series head 27k type T5 distribution and a ribbed Acrylic teardrop lense, 192w
3. Fixture would be black with standard horizontal hangstraight spike finial with photocell
4. All labor to cut down and rehang
5. Traffic control by Radnor Township

**Price.....\$24,640.00**  
**(Twenty Four Thousand Six Hundred Forty)**

Note: 7 Year Warranty

If you have any questions or concerns please do not hesitate to contact me.

Thank you,

*Donald R. Higgins Jr.*

Donald R. Higgins Jr.  
President

Note: This proposal may be withdrawn by us if not accepted within 30 days.  
All material is guaranteed to specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an

extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire and other necessary insurance. Our company is insured & our workers are fully covered by Workman's Compensation Insurance.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

### Payment Due Upon Completion

Signature\_\_\_\_\_Date\_\_\_\_\_





# 1914LED LIBERTYVILLE SERIES

LED

EPA  
1.55 (ft<sup>2</sup>)  
WEIGHT  
50 LBS (A-LENS)  
65 LBS (G-LENS)

7 YEAR  
WARRANTY

LUMEN  
RANGE  
4,035 to  
34,490

LIFE SPAN  
L70  
MINIMUM  
100,000  
HOURS

UL  
LISTED

CLICK  
FOR FAQ's

DLC  
LISTED

RATED  
IP66

JOB NAME

FIXTURE TYPE

MEMO

## BUILD A PART NUMBER

ORDERING EXAMPLE: **2A-1914LED-3L40T5-MDL07-A-PEC-HSHS/CA6/6420SRTS/RPBP/BKT**

Mounting Config.	Fixture	Shade	LED	CCT	Type	Driver	Lens	Optional Control Receptacle	Optional Control	Optional Fuse	Optional Hang-straight	Optional Terminal Block	Optional House Side Shield	Arm See Arm Spec Sheets	Pole See Pole Spec Sheets	Finish

### Mounting Configuration

(Click here to link to mounting configuration specification page)

- IW • 2A90 • 4A • CAT
- **IA** • 3A • 1AM
- 2A • 3A90 • 2AM

W = Wall Mount A = Arm Mount AM = Arm Mid-Mount  
CAT = Catenary

### Fixture

• **1914LED**

### Shade (Optional)

• **RLM431** • RLM731 • RWSL31

### LED

• 1L • 3L • **4L**

### CCT - Color Temperature (K)

• **27**(00) • 30(00) • 35(00) • 40(00) • 50(00)

### Type

• T2 • T3 • T4 • **T5**

### Driver

- MDL06 (120v-277v, 600mA) (1L or 3L system)
- MDH06 (347v-480v, 600mA)
- MDL07 (120v-277v, 700mA) (3L system)
- MDH07 (347v-480v, 700mA)
- MDL08 (120v-277v, 800mA) (3L system)
- MDH08 (347v-480v, 800mA)
- **MDL09** (120v-277v, 900mA) (1L, 3L or 4L system)
- MDH09 (347v-480v, 900mA)
- MDL10 (120v-277v, 1050mA) (3L or 4L system)
- MDH10 (347v-480v, 1050mA)
- MDL12 (120v-277v, 1200mA) (1L or 4L system)
- MDH12 (347v-480v, 1200mA)
- MDL16 (120v-277v, 1600mA) (1L system)
- MDH16 (347v-480v, 1600mA)

### Lens

- SG (Sag Glass)
- FSG (Frosted Sag Glass)
- **A** (Ribbed Acrylic Teardrop)
- G (Glass Prismatic Teardrop)
- SVISA<sup>1</sup> (Soft Vue Light Diffused Acrylic Sag)

- SV2SA<sup>2</sup> (Soft Vue Moderate Diffused Acrylic Sag)
- SV4SA<sup>1</sup> (Soft Vue Maximum Diffused Acrylic Sag)

<sup>1</sup> For use with systems up to 147w.

<sup>2</sup> For use with systems up to 113w.

### Options (Click here to view accessories sheet)

- R7<sup>4</sup> 7-Pin control receptacle only
- PE<sup>5</sup> Twist-Lock Photocontrol (120v-277v)
- PE3<sup>5</sup> Twist-Lock Photocontrol (347v)
- PE4<sup>5</sup> Twist-Lock Photocontrol (480v)
- SC<sup>5</sup> Shorting Cap
- PEC Electronic Button Photocontrol (120v-277v)
- PEC4 Electronic Button Photocontrol (480v)
- FHD<sup>6</sup> Double Fuse and Holder
- **HSHS** Standard Horizontal Hangstraight, Spike Finial
- HSHN Standard Horizontal Hangstraight, No Finial
- HSHB Standard Horizontal Hangstraight, Ball Finial
- HSCB Clamp Style Horizontal Hangstraight, Ball Finial
- HSCS Clamp Style Horizontal Hangstraight, Spike Finial
- HSCN Clamp Style Horizontal Hangstraight, No Finial
- EZ Vertical Hangstraight, Large, "EZ" Mount
- TB Terminal Block
- HSS 120° House Side Shield

<sup>3</sup> Mounts inside body of fixture

<sup>4</sup> For use with horizontal hangstraights only (HSH\_ or HSC\_)

<sup>5</sup> Requires R7 control receptacle

<sup>6</sup> Ships loose for installation in base

### Arm (Click here to link to arm specification page)

See Arms & Wall Brackets specification sheets.

- R2<sup>7</sup> • CAF • CA • CSA • FFA
- R3<sup>7</sup> • SMA • CAS • RA • DAG

<sup>7</sup> Luminaires above grade height to be 2' taller than pole height

### Pole (Click here to link to pole specification page)

See Pole specification sheets.

### Finish

#### Standard Finishes<sup>8</sup>

- **BKT** Black Textured
- WH<sup>9</sup> White Textured
- PGT Park Green Textured
- ABZT Architectural Medium Bronze Textured
- DBT Dark Bronze Textured

<sup>8</sup> Smooth finishes are available upon request.

#### Custom Finishes<sup>9</sup>

- CM Custom Match
- OI Old Iron
- RT Rust
- WBR Weathered Brown
- CD Cedar
- WBK Weathered Black
- TT Two Tone

<sup>9</sup> Custom colors require upcharge.

#### Sternberg Select Finishes

- VG Verde Green
- SI Swedish Iron
- OWGT Old World Gray Textured

## Specifications

### Fixture

The 1914LED with an "A" lens shall be 17" wide and 35" tall. It shall be made of heavy wall cast aluminum alloy, and offer tool-less access to the driver compartment. The Luminaire shall be UL listed in the US and Canada. The optical mounting plate shall have precision cast mounting sites for COB chip and optic assemblies. Die-cast mounting plate shall have an integral high performance heat pipe assembly for transferring chip generated heat away from sensitive electronics.

### Shade

An optional 31" spun aluminum shade is available in various styles which helps reduce uplight while offering a unique element to the fixture.

### LEDs

The luminaire shall use high output, high brightness LED's, consisting of a two piece assembly complete with Chip on Board (COB)

See next page



**SternbergLighting**

ESTABLISHED 1923 / EMPLOYEE OWNED

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555 Lawrence Ave., Roselle, IL 60172  
info@sternberglighting.com  
www.sternberglighting.com

# 1914LED LIBERTYVILLE SERIES

LED

LED component and COB holder frame. The LED's and printed circuit boards shall be 100% recyclable; they shall also be protected from moisture and corrosion by a conformal coating of 1 to 3 mils. They shall not contain lead, mercury or any other hazardous substances and shall be RoHS compliant. The LED life rating data shall be determined in accordance with IESNA LM-80. The High Performance white LED's will have a life expectancy of approximately 100,000 hours with not less than 70% of original brightness (lumen maintenance), rated at 25°C. The High Brightness, High Output LED's shall be 4000K (2700K, 3000K, 3500K or 5000K option) color temperature with a minimum of 70 CRI. Consult factory for custom color CCT. The luminaire shall have a minimum \_\_\_\_\_ (see table) delivered initial lumen rating when operated at steady state with an average ambient temperature of 25°C (77°F).

## Optics

The luminaire shall be provided with individual, molded silicone refractor type optics applied to each COB (Chip On Board) LED assembly. The optic shall be at least 92% efficient while providing superior thermal, UV and impact resistance for the COB assembly. The optic ensures precise light control while providing cutoff control that limits or contains up-light.

The luminaire shall provide Type \_\_\_\_ (2, 3, 4 or 5) light distribution per the IESNA classifications. Testing shall be done in accordance with IESNA LM-79.

## Electronic Drivers

The Led driver shall be U.L. Recognized. It shall be securely mounted inside the fixture, for optimized performance and longevity. It shall be supplied with a quick-disconnect electrical connector on the power supply, providing easy power connections and fixture installation. It shall have overload, overheat and short circuit protection, and have a DC voltage output, constant current design, 50/60HZ. It shall be supplied with line-ground, line-neutral and neutral-ground electrical surge protection in accordance with IEEE/ANSI C62.41.2 guidelines. It shall be a high efficiency driver with a THD less than 20% and a high power factor greater than .9. It shall be dimming capable using a 0-10v signal, consult factory for more information.

## Lens

Materials include DR Acrylic (A), Acrylic (SVISA, SV2SA, SV4SA) or Glass (G, SG & FSG). An injection, molding process for the (A) teardrop lens adds textured ribs to the surface for glare mitigation and even wall thickness for impact resistance.

## Photocontrol Options

**Button Style:** On a single assembly the photocontrol shall be mounted on the fixture and pre-wired to driver. On multiple head assembly's the photocontrol shall be mounted in the pole shaft on an access plate. The electronic button type photocontrol is instant on with a 5-10 second turn off, and shall turn on at 1.5 footcandles with a turn-off at 2-3 footcandles. Photocontrol is 120-277 volt and warranted for 6 years.

**Twist-Lock Style:** A 3-Pin Receptacle shall be mounted inside the body of the fixture and pre-wired to driver, a clear window allows for a standard photocontrol to evaluate external light conditions. A 5-Pin/7-Pin Receptacle shall be mounted on the hang-straight and pre-wired to driver. The twist lock type photocontrol is instant on with a 3-6 second turn off, and shall turn on at 1.5 footcandles with a turn-off at 2-3 footcandles. Photocontrol is 120-277 volt and warranted for 6 years.

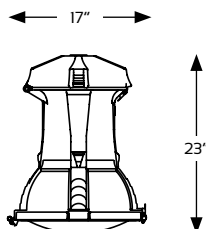
## Warranty

Seven-year limited warranty. See product and finish warranty guide for details.

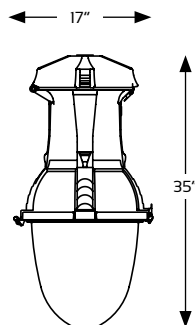
## Finish

Refer to website for details.

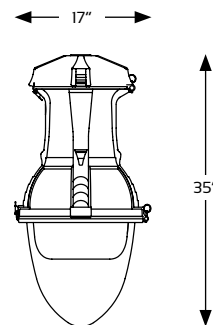
## Fixture Examples



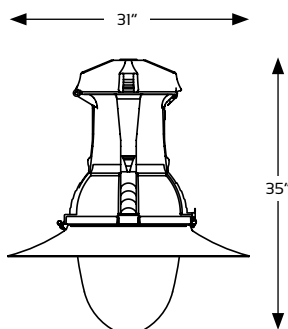
1914LED-SG



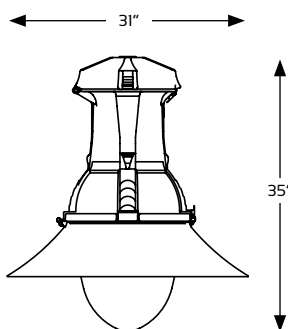
1914LED-A



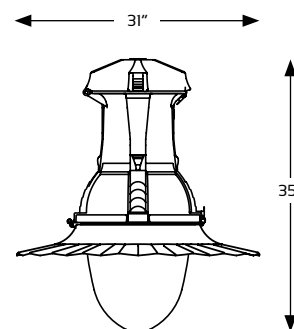
1914LED-A-HSS



1914LED-RLM431-A



1914LED-RLM731-G



1914LED-RW5131-A



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# 1914LED LIBERTYVILLE SERIES

LED

## Performance

Initial Lumen Data ("A" Lens)

Light Source	T2 DELIVERED LUMENS	EFFICACY (LPW)	T3 DELIVERED LUMENS	EFFICACY (LPW)	T4 DELIVERED LUMENS	EFFICACY (LPW)	T5 DELIVERED LUMENS	EFFICACY (LPW)	WATTAGE
4L27T_-MDL12	28705	113.0	28295	111.0	30095	118.5	29660	116.3	254
4L30T_-MDL12	31600	124.4	31915	125.2	33240	130.9	33455	131.2	254
4L40T_-MDL12	32425	127.7	32900	129.0	34345	135.2	34490	135.3	254
4L27T_-MDL10	25810	115.2	25520	113.9	27040	120.7	26700	119.2	224
4L30T_-MDL10	28405	126.8	28785	128.5	29865	133.3	30115	134.4	224
4L40T_-MDL10	29150	130.1	29675	132.5	30855	137.7	31045	138.6	224
4L27T_-MDL09	22620	117.8	22415	116.7	23695	123.4	23430	122.0	192
4L30T_-MDL09	24900	129.7	25285	131.7	26170	136.3	26425	137.6	192
4L40T_-MDL09	25550	133.1	26065	135.8	27040	140.8	27245	141.9	192
3L27T_-MDL10	19570	113.8	20345	118.3	20635	120.0	21180	123.1	172
3L30T_-MDL10	21540	125.2	22950	133.4	22790	132.5	23885	138.9	172
3L40T_-MDL10	22105	128.5	23660	137.6	23545	136.9	24625	143.2	172
3L27T_-MDL09	17165	116.8	17790	121.0	18175	123.6	18465	125.6	147
3L30T_-MDL09	18890	128.5	20065	136.5	20070	136.5	20825	141.7	147
3L40T_-MDL09	19385	131.9	20685	140.7	20740	141.1	21470	146.1	147
3L27T_-MDL08	15555	118.7	16145	122.3	16425	125.4	16760	127.0	131
3L30T_-MDL08	17120	130.7	18210	138.0	18140	138.5	18905	143.2	131
3L40T_-MDL08	17570	134.1	18775	124.2	18740	143.1	19490	147.7	131
3L27T_-MDL07	13485	119.3	14075	124.6	14320	127.9	14570	128.9	113
3L30T_-MDL07	14840	131.3	15875	140.5	15815	141.2	16430	145.4	113
3L40T_-MDL07	15230	134.8	16370	144.9	16340	145.9	16940	149.9	113
3L27T_-MDL06	11770	121.3	12280	126.6	12465	128.5	12745	131.4	97
3L30T_-MDL06	12955	133.6	13850	142.8	13770	142.0	14375	148.2	97
3L40T_-MDL06	13295	137.1	14280	147.2	14225	146.6	14820	152.8	97
1L27T_-MDL16	9490	97.8	9460	97.5	9835	101.4	9955	102.6	97
1L30T_-MDL16	10445	107.7	10670	110.0	10860	112.0	11230	115.8	97
1L40T_-MDL16	10720	110.5	11000	113.4	11220	115.7	11575	119.3	97
1L27T_-MDL12	7435	103.3	7430	101.8	7725	107.3	7825	107.2	72
1L30T_-MDL12	8185	113.7	8380	114.8	8530	118.5	8830	121.0	72
1L40T_-MDL12	8400	116.7	8640	118.4	8815	122.4	9100	124.7	72
1L27T_-MDL09	5890	111.1	5870	108.7	6080	114.7	6180	114.4	53
1L30T_-MDL09	6485	122.4	6620	122.6	6715	126.7	6970	129.1	53
1L40T_-MDL09	6655	125.6	6825	126.4	6935	130.8	7185	133.1	53
1L27T_-MDL06	4045	115.6	4035	112.1	4195	119.9	4240	117.8	35
1L30T_-MDL06	4455	127.3	4550	126.4	4635	132.4	4780	132.8	35
1L40T_-MDL06	4570	130.6	4690	130.3	4790	136.9	4930	136.9	35



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**RESOLUTION NO. 2020-115**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,  
PENNSYLVANIA, AWARDED THE CONTRACT FOR 2021 GASOLINE AND  
DIESEL FUEL CONTRACTS**

**WHEREAS**, Radnor Township annually receives sealed bids for the supply of gasoline and diesel fuel

**WHEREAS**, the Township's fleet, including Public Works, Police, Administration, Community Development, and the Radnor Fire company require gasoline and diesel fuel for their daily operation

**WHEREAS**, sealed bids were received via Penn BID eBidding site, and Petroleum Traders Corporation, submitted the lowest qualified bids: in the amounts of \$93,240.00 and \$60,420.00

**NOW, THEREFORE**, be it **RESOLVED** the Board of Commissioners of Radnor Township does hereby award the 2020 gasoline and diesel fuel contract to Petroleum Traders Corporation, at the extended prices of \$92,692.40 and \$61,458.80, for gasoline and diesel fuel, respectively, with the knowledge that the price per gallon will fluctuate based on OPIS, and the actual amount will vary based on usage

**SO RESOLVED** this 26th day of October, 2020, AD

**RADNOR TOWNSHIP**

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

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

# **Radnor Township**

## **PROPOSED LEGISLATION**

DATE: October 26, 2020

TO: Radnor Township Board of Commissioners

CC: William M. White, Township Manager  
Robert Tate, Finance Director  
Melissa Conn, Sealed Bid Coordinator

FROM: Michael Simmons, Acting Director of Public Works

LEGISLATION: Resolution 2020:115 Authorization to Award the Gasoline and Diesel Fuel Contract

---

LEGISLATIVE HISTORY: The Public Works Department annually bids for the purchase of gasoline and diesel fuel. The Board of Commissioners passed a motion on September 21, 2020, authorizing the receipt of sealed bids for gasoline and diesel fuel.

PURPOSE AND EXPLANATION: The annual gasoline and fuel bid is to provide gasoline and diesel fuel to the Township's fleet, consisting of Public Works' vehicles and equipment, Police Department vehicles, Administration and Community Development vehicles, and the Radnor Fire Company.

The contract is bid based on estimated annual usage of 74,000 gallons of gasoline and 53,000 gallons of diesel fuel. Our annual costs will be based on actual usage. The lowest qualified bidder was Petroleum Traders Corporation with a gasoline price of \$1.26 per gallon and diesel fuel price of \$1.14 per gallon.

The bid tabulation is on page two of this memorandum.

IMPLEMENTATION SCHEDULE: Pending Board of Commissioners approval, the Township will use Petroleum Traders Corporation as its diesel fuel and gasoline supplier in 2021.

FISCAL IMPACT: Funding for this project is provided in accounts 01-410-100, 01-430-300, 01-430-200, 01-430-400, 02-430-600, 01-416-100, 01-413-101, 01-430-500, 01-403-000, 01-429-100, 01-450-100.

RECOMMENDED ACTION: I respectfully request that the Board of Commissioners award the gasoline and diesel fuel contract to Petroleum Traders Corporation, in the amounts of \$92,692.40 and \$61,458.80, for gasoline and diesel fuel, respectively.

MOVEMENT OF LEGISLATION: It is being requested that the Board of Commissioners approve this legislation.



**RESOLUTION NO. 2020-113**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,  
PENNSYLVANIA, AUTHORIZING THE PURCHASE OF PUBLIC RECORDS  
REQUEST MANAGEMENT SOFTWARE**

**WHEREAS**, the State of Pennsylvania enacted the Right-to-Know Law, Act of Feb. 14, 2008, P.L. 6, No. 3 (“Act”) on February 14, 2008; and,

**WHEREAS**, in 2010, the Township of Radnor (“Township”) adopted a Public Records Access Policy to ensure compliance with the provisions of the Act and designated an Open Records Officer to oversee the management of public record requests; and,

**WHEREAS**, the Township receives and responds to hundreds of public record requests (“Requests”) annually; and,

**WHEREAS**, the number of Requests received by the Township has increased annually; and;

**WHEREAS**, the Township desires to streamline and improve the management of the process to receive, review, and respond to public record requests; and

**NOW THEREFORE**, it is hereby **RESOLVED** that the Radnor Township Board of Commissioners authorizes the purchase of public records management software from Just FOIA at the annual subscription cost of \$8,700.00 and a one-time implementation cost of \$1,875.00.

**SO RESOLVED** this 26<sup>th</sup> day of October, 2020.

**RADNOR TOWNSHIP**

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

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

# Radnor Township

## PROPOSED LEGISLATION



**DATE:** October 26, 2020

**TO:** Board of Commissioners

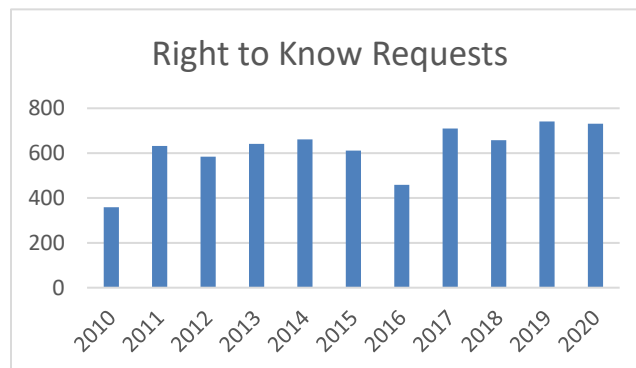
**FROM:** Robert V. Tate, Director of Finance *Robert V. Tate, Jr.*

**LEGISLATION:** Resolution #2020-113 for the purchase of public records request management software.

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

**PURPOSE AND EXPLANATION:** Under the State of Pennsylvania's Right-to-Know Law, Act of Feb. 14, 2008, P.L. 6, No. 3 ("Act"), Radnor Township ("Township") is required to provide access to public records that documents a transaction or activity of the Township that is not exempt under section 708 of the Act, is not exempt from being disclosed under any other Federal or State law or regulation or judicial order or decree; or is not protected by a privilege. In 2010, the Township adopted a Public Records Access Policy to ensure compliance with the provisions of the Act and designated an Open Records Officer ("OOR") to oversee the management of public record requests.

Between 2010 and 2019, the number of public record requests ("Requests") received have almost doubled from 395 to 741. The Township is on track to receive over 800 Requests by the end of this year.



The current process of receiving, tracking, managing, reviewing, and responding to Requests is cumbersome and inefficient. Requests are received by the Township by email, in-person, fax, or mail on the Township's Right-to-Know request form (or other written forms). Requests are then tracked by the OOR in a Microsoft Excel spreadsheet and any communications regarding the Request between staff or the requestor are made by email or phone. A response to a Request must be provided within five business days unless a 30-day extension notice is invoked. Inefficiencies with the current system include:

- manual tracking of requests in Excel
- manual assignment of requests to various departments
- delay in requests reaching the appropriate department if the OOR is out of the office or managing other duties
- OOR may not be aware of Requests submitted directly to other departments until after the response has been provided
- status of Requests is not readily available
- communications about and discussion of Requests is not centrally located for staff
- manual production of response letters for responses including exemptions

The Township desires to streamline and improve its management of the public records request process. A records request management software would:

- allow citizens to submit Requests in a customizable portal embedded on the Township's website
- allow citizens to create an account to track multiple Requests submitted
- allow citizens to search commonly requested records
- automatically capture and track the requested information
- automatically workflow the Request to the appropriate department based on the information requested
- provide automated reminders of due date notifications to staff
- provide a centralized location to capture communications/discussion about a Request between staff, Township attorneys, and the requestor, including email communications.
- allow for redaction of exempt information and logs and reports of the exemption applied
- allow for bulk action review of Requests for large number of records
- accept payments for records that require a fee, such as copies of large size plans, thumb drives, and CDs
- allow customizable message templates for responses to requesters
- provide an audit trail of all history regarding a Request (useful in the case of an appeal) and comprehensive, customizable reports regarding Requests
- monitor staff time spent on a Request

Additionally, the records request management software can be used to track multiple types of request processes (internal and external) such as subpoenas, accident reports, police audio/video requests, tax and utility bill certifications, and insurance claims at no additional costs.

**FISCAL IMPACT:** The annual subscription cost of the public record management software is \$8,700.00 with a one-time implementation cost of \$1,875.

**RECOMMENDED ACTION:** The Administration respectfully requests the Board to approve Resolution #2020-113 authorizing the purchase and implementation of a public records management software from Just FIOA.

# Radnor Township

## PROPOSED LEGISLATION

### ADOPTION



**FROM:** Kevin W. Kochanski, Community Development Director  
**SUBJECT:** C-3 District Townhouse Development Ordinance Amendment  
**DATE:** October 21, 2020

---

**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 first 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). The Ordinance was then re-introduced on September 14, 2020.

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 Adopted on October 26, 2020.

Thank you for your consideration.

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

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

LAW OFFICES  
**GRIM, BIEHN & THATCHER**

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GRIM & GRIM AND BIEHN & THATCHER  
ESTABLISHED 1895 AND 1956,  
RESPECTIVELY  
125TH ANNIVERSARY 1895-2020

\_\_\_\_\_  
[www.grimlaw.com](http://www.grimlaw.com)  
\_\_\_\_\_

John B. Rice  
e-mail: [jrice@grimlaw.com](mailto:jrice@grimlaw.com)

J. LAWRENCE GRIM, JR., OF COUNSEL  
JOHN FREDERIC GRIM, OF COUNSEL

104 S. SIXTH STREET  
P.O. BOX 215  
PERKASIE, PA. 18944-0215  
(215) 257-6811  
FAX (215) 257-5374  
  
(215) 536-1200  
FAX (215) 538-9588  
  
(215) 348-2199  
FAX (215) 348-2520

September 21, 2020

**SENT VIA ELECTRONIC CORRESPONDENCE**

Delaware County Daily Times  
Attn: Legal Department  
500 Mildred Avenue  
Primos, PA 19018

Re: Radnor Township – C-3 Ordinance

Dear Legal Department:

Enclosed please find for advertisement in the October 12<sup>th</sup> and 19<sup>th</sup> editions of your newspaper, a Legal Notice for the possible enactment of the above ordinance by the Board of Commissioners of Radnor Township at their meeting on October 26, 2020. Kindly provide proof of publication and your invoice for the advertisement directly to Radnor Township, c/o Bill White, 301 Iven Avenue, Wayne, PA 19087. A full copy of the text of the ordinance is enclosed for public inspection. If you have any questions regarding the enclosed, please do not hesitate to contact my office.

Sincerely,

**GRIM, BIEHN & THATCHER**

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

  
John B. Rice

JBR/hlp  
Enclosure

cc: Bill White, Township Manager (w/encl.) – via email  
Kevin Kochanski (w/encl.) – via email  
Peggy Hagan (w/encl.) – via email  
Nick Caniglia, Esquire (w/encl.) – via email

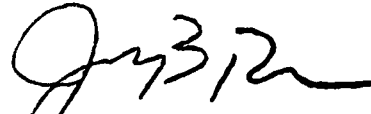
## **LEGAL NOTICE**

**Notice is hereby given** that the Board of Commissioners of the Township of Radnor, Delaware County, Pennsylvania, will hold a public hearing on October 26, 2020 at 6:30 p.m. at the Radnor Township Municipal Building, 301 Iven Avenue, Wayne, PA 19087 to consider for enactment a zoning amendment to permit townhouse developments in a portion of the C-3, Service Commercial District. The amendment provides for a mix of residential and non-residential uses including townhouses in the C-3 District and provides location criteria, minimum lot width per dwelling units, minimum lot width for each group of townhouses, minimum lot width for each townhouse, front, side and rear yards and a maximum impervious service ratio for lot coverage. Copies of the full text of the proposed ordinance are available at the Township offices, the Delaware County Law Library, and the offices of this newspaper during normal business hours.

RADNOR TOWNSHIP  
BOARD OF COMMISSIONERS  
301 Iven Avenue  
Wayne, PA 19087-5297

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 October 26, 2020.

A handwritten signature in black ink, appearing to read "JBR 3/2", written over a horizontal line.

John B. Rice, Esquire  
Griff, Biehn & Thatcher  
Township Solicitor



---

# 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

---

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.

**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.***

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

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each group of townhouses  
(3 dwelling units or more)***

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

***Minimum lot width  
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***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.

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(3 dwelling units or more)*

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*Minimum lot width  
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*Side (between buildings)*

*25 feet aggregate, 10 feet minimum  
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property line for end units*

*Rear*

*25 feet*

*Lot Coverage*

*60% maximum impervious surface*

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

**RADNOR TOWNSHIP  
BOARD OF COMMISSIONERS**

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

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



## 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,

A handwritten signature in blue ink, appearing to read "Linda F. Hill", is written over the typed name.

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.

C. Conditional Use  
Application - Strafford  
Road Hamilton Estate  
- Motion to set date  
for Conditional Use  
Hearing



## **RESOLUTION 2020-123**

### **A RESOLUTION OF THE BOARD OF COMMISSIONER OF RADNOR TOWNSHIP, DELAWARE COUNTY, EXTENDING GUIDELINES AND POLICIES FOR OUTDOOR SALES OF FOOD AND MERCHANDISE OF EXISTING BUSINESSES IN THE TOWNSHIP DURING THE CORONAVIRUS PANDEMIC ESTABLISHED UNDER RESOLUTION 2020-61**

**WHEREAS**, the Board of Commissioners adopted Resolution 2020-61 on June 8, 2020 that established guidelines and a policy for outdoor sale of merchandise and outdoor dining for existing business in the Township for a period of time ending October 31, 2020; and

**WHEREAS**, Governor Wolf's Proclamation of Disaster issued on March 6, 2020 which authorized political subdivisions to act as necessary within the powers conferred by the Proclamation of Disaster Emergency to meet the exigencies of the emergency is still in effect and may be for the foreseeable future.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners wishes to extend the guidelines and policies set forth under Resolution 2020-61 through March 31, 2021, or such earlier date as the Board may specify by subsequent resolution to allow for continued relaxed outdoor dining and merchandise sales.

**RESOLVED**, at a duly convened meeting of the Board of Commissioners of Radnor Township conducted on this 26 day of October, 2020.

**RADNOR TOWNSHIP  
BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Jack Larkin  
Board President

Attest

By: \_\_\_\_\_  
William White  
Township Manager / Secretary

## RESOLUTION 2020-120

### A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, RENEWING THE PROFESSIONAL ENGAGEMENT OF FLAMM WALTON HEIMBACH P.C. AS ACT 511 SOLICITORS

**WHEREAS**, pursuant to §Chapter 260 of the Radnor Township Municipal Code, the Township levies certain taxes on business activity within the Township; and

**WHEREAS**, the Board of Commissioners last renewed its engagement with Flamm Walton Heimbach P.C. pursuant to Resolution 2016-83 as Act 511 solicitors based on the Township's working relationship and unique expertise of the principal attorney, and the competitive rates offered; and

**WHEREAS**, the Board of Commissioners wishes to renew its' engagement with Flamm Walton Heimbach P.C. as Act 511 solicitors based on the Township's working relationship and unique expertise of the principal attorney, and the competitive rates offered and approve an increase in the general rate from \$200.00 to \$250.00 per hour; and

**NOW, THEREFORE**, it is hereby **RESOLVED** by the Radnor Township Board of Commissioners to engage Flamm Walton Heimbach P.C. as Act 511 Solicitors and further agrees to pay for these legal services based on the following fee schedule, which is adjusted from the rates approved in previous Resolutions 2012-123, 2013-61 and 2016-83.

ACTIVITY	LEGAL FEES	COURT FEES	SHERIFF FEES
Paralegal services	\$175/hour		
Verify account information and data, establish and open file; prepare and send demand letter; account for monies received	Flat Fee \$250.00	n/a	n/a
Prepare and file Civil Complaint in Magisterial District Court; account for monies received	Flat Fee \$350.00	According to fee schedule	Varied
Represent taxing authority at any MDJ hearing – includes preparation of case; preparation of witnesses and any exhibits; attendance at any hearings or conferences; post-hearing pleadings or exhibits	\$250/hour	n/a	n/a
Prepare and file request to certify judgment with County; account for monies received	Flat Fee \$150.00	According to fee schedule	n/a
Execution of Judgment against Delinquent Taxpayer, e.g., prepare praecipe for writ of execution and all related documents	\$250/hour	According to fee schedule	Varied
Attorney Litigation services, other than at the Magisterial District Court level, and attorney consultation services in anticipation of litigation.	\$550/hour	n/a	n/a

**SO RESOLVED**, this 26<sup>th</sup> day of October, A.D., 2020

RADNOR TOWNSHIP

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

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

# Radnor Township

## PROPOSED LEGISLATION



**DATE:** October 26, 2020

**TO:** Board of Commissioners

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

**LEGISLATION:** Resolution 2020-120 renewing its professional engagement of Flamm Walton Heimbach P.C. as Act 511 solicitors for the Radnor Township business tax compliance and enforcement program.

**LEGISLATIVE HISTORY:** Brown & Silbergeld had served as Act 511 solicitors through June, 2012 and pursuant to Resolution 2012-123 were re-engaged in October 2012. Consistent with the Board's desire, the Township keeps the Act 511 legal work separate from the Township's general solicitor obligations. The firm of Brown & Silbergeld was dissolved and the principal attorney representing the Township, Jennifer Brown, has been employed by Flamm Walton Heimbach P.C. The Township re-engaged Flamm Walton Heimbach P.C. in 2016 pursuant to Resolution 2016-83 at a general rate of \$200 per hour.

**PURPOSE AND EXPLANATION:** Radnor Township is bound to administer the Act 511 Ordinances with fairness and uniformity. To successfully achieve that goal, it is imperative that the Township retain expert legal services. In the case of the Act 511 program, the Township has a long working relationship with the principal attorney from Flamm Walton P.C. and wishes to continue that relationship.

This renewal will increase the cost of service from \$200/ hour to \$250/ hour. In verifying the competitiveness of the rate, the Administration inquired of other firms, including the Township solicitor and labor attorney, who have both stated that the rate quoted is well below the standard rate they would charge for that expertise and service. As an accommodation to the Township it would be difficult to match the rate.

**FISCAL IMPACT:** The Township annually budgets for the anticipated expenses to be incurred as part of the Act 511 compliance and enforcement program.

Specific to this Resolution, the firm of Flamm Walton Heimbach P.C. will honor the same fee structure other than the general rate as was approved by the Township under Resolution 2013-61 and again renewed under Resolution 2016-83 which includes varying hourly rates depending on the matter's complexity. It should be noted that the overall expense will depend not only on the fee structure, but also the quantity and complexity of the audit / legal matters at hand.

**RECOMMENDED ACTION:** The Administration is recommending that the Board adopt Resolution 2020-120 and re-engage Flamm Walton Heimbach P.C. as Act 511 solicitors.

**RESOLUTION NO. 2020-116**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,  
PENNSYLVANIA, AUTHORIZATION TO AWARD CONTRACT B-20-008,  
TREE REMOVAL, PRUNING AND STUMP GRINDING**

**WHEREAS**, Radnor Township receives sealed bids for tree removal, stump grinding, and pruning for trees within Township Rights of Way and Township owned properties

**WHEREAS**, Jimmy's Trees has provided the lowest qualified bid in the amount of \$69,999.00

**NOW, THEREFORE**, be it **RESOLVED** the Board of Commissioners of Radnor Township does hereby award the sealed bid contract B-20-008, "Tree Removal, Pruning & Stump Grinding" to Jimmy's Tree and Landscape Contractors, LLC, in the amount of \$69,999.00.

**SO RESOLVED** this 26th day of October, A.D., 2020

**RADNOR TOWNSHIP**

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

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

2020 Tree List for - Tree Removal, Stump Removal & Pruning Bid

Location	Description	DBH
338 Yorkshire	Gum	31
Corner Pembroke & S. Wayne	2 Pin Oak	34; 36
220 Highland Ave	Linden	13
506 Meadowbrook Cr	Ash	50
500 Huston Rd	Pine	28
116 S. Aberdeen (St. Katharines)	Linden	18
218 Windermere	Maple	29
334 West	Pine	19
340 Strathmore	Pin Oak	34
across from 411 & 415 S. Ithan	Red Oak	54
201 Midland	Sycamore	38
107 Fairfax	Blue Spruce	11
170 S. Springmill	Ash	28
102 Tindall	Ash	41
208 Ithan Creek	2 Ash	27; 26
114 W. Wayne (by Library)	Ash	17
589 S. Devon (above wall)	Red Maple	29
432 Midland	Maple	28
Dittmar Park (across from 833 Maplewood)	Ash	65
735 Roberts Rd	Ash	31
Radnor Trail (behind Greythorne Woods)	3 Box Elder	16; 16; 9
110 Poplar	Oak	27
201 Pine Tree	Ash	36
Bo Connor (S. Devon Park)	2 Ash	27; 22
Fenimore Park (2 lower parking)	2 Ash Trees	18; 27
Fenimore Park (2 off Chamounix Rd)	2 Ash Trees	24; 21
Odorisio Park	2 Ash Trees (by basketball Ct)	24; 43
	1 pin oak by basketball court	25
	9 ash by W. Wayne Fence	19; 20 ; 21; 13; 26; 15; 22; 18; 19
Odorisio Park	2 ash by W. Wayne Fence	31; 29
Harford Park	1 pin oak by entrance drive	29
610 E. Lancaster Ave. (up drive way)	2 ash	45; 25
<b>Tree Pruning</b>		
622 Brookside Ave	prune	
142 Browning	deadwood	
100 Wooded	prune	
202 & 204 W. Beechtree	Deadwood & prune	
851 Lewis	prune	
754 Robinhood	prune - 2 trees	
432 Midland Ave	prune - Sycamore	

~~833 Galer Pine parks taking down~~

Odorisio Park	W. Wayne Fence	2 ash	31; 29
	610 E. Lancaster Ave. (up drive way)	2 ash	45; 25

# **RADNOR TOWNSHIP**

## **PROPOSED LEGISLATION**

DATE: October 26, 2020

TO: Radnor Township Board of Commissioners

FROM: Michael Simmons, Acting Director of Public Works

LEGISLATION: Motion to Authorize the Award of Contract #B-20-008, Tree Removal, Pruning, and Stump Grinding at Various Locations in Radnor Township

---

LEGISLATIVE HISTORY: This is the first time in 2020 that this project has been brought before the Board of Commissioners.

PURPOSE AND EXPLANATION: The Public Works Department is responsible for trees within the Right of Way, as well as those on Township owned property. The list of trees slated for removal or pruning are beyond the capability of the Public Works Department's equipment. The list of trees is attached, and this list has been approved by the Shade Tree Commission as well as the Township Arborist. The contract includes the removal of the tree, stump grinding, pruning, and installation of topsoil, seed, and hay mulch.

The Township received seal bids for the tree removal contract on October 15, 2020.

IMPLEMENTATION SCHEDULE: The Township received sealed bids for this contract which were opened on October 15, 2020. Jimmy's Tree and Landscape Contractors, LLC submitted the lowest qualified bid at \$69,999.00. Pending Board of Commissioners approval, the Award of Contract #B-20-008 will be awarded. Work to be completed As Soon As Possible, within the next 120 days.

FISCAL IMPACT: Funding for this project is to be provided from account 01430403 44110.

RECOMMENDED ACTION: I respectfully request that the Board of Commissioners award the Tree Removal, Pruning, and Stump Grinding Contract to Jimmy's Tree and Landscape Contractors, LLC.



**RESOLUTION 2020-117**  
**TOWNSHIP OF RADNOR**

**WHEREAS**, the Radnor Township Board of Commissioners (the “Board”) adopted an Emergency Management Plan in 1988, updated on May 31, 2003; and

**WHEREAS**, the Emergency Management Services Code of the Commonwealth of Pennsylvania (35 PA C.S. §7101-7707), as amended, requires each Pennsylvania municipality to prepare, maintain and keep current an Emergency Management Plan; and

**WHEREAS**, a committee of Township staff, under the direction of the Township Manager, has submitted an updated Emergency Management Plan to protect Radnor Township residents and their property in the event of an emergency.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Board of Commissioners does hereby adopt the updated Emergency Management Plan (the “Plan”) attached hereto. Further, the Board reappoints Sgt. Christopher A. Gluck #301 as Emergency Management Coordinator and authorizes the Township Manager to appoint an Assistant Emergency Management Coordinator to carry out responsibilities as defined in the Plan. Further, the Board authorizes the Manager to convene a committee of Township staff and other members of the community to periodically review the Plan and to recommend any appropriate modifications thereto.

RESOLVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

# TOWNSHIP OF RADNOR

By: \_\_\_\_\_  
Jack Larkin, President

Attest: \_\_\_\_\_, Secretary

# Office of Emergency Management



## EMERGENCY OPERATIONS PLAN (EOP)

Radnor Township  
Delaware County, PA  
Basic Plan – October 2020

## TABLE OF CONTENTS

Table of Contents.....	i
Promulgation.....	ii
Certification of Review.....	iii
Record of Changes .....	iii
Distribution .....	iv
I. Purpose and Scope .....	1
II. Situation and Assumptions .....	1
III. Concept of Operations/Continuity of Government.....	3
IV. Organization and Assignment of Responsibilities.....	5
A. Command .....	5
1. Elected Officials.....	6
2. EOC Manager .....	6
3. Public Information Officer/External Affairs .....	6
4. Safety Officer.....	7
5. Liaison Officer .....	7
B. Operations Section.....	7
1. Communications Branch.....	7
2. Firefighting Branch.....	7
3. Health/Medical Branch .....	8
4. Search and Rescue Branch.....	8
5. Oil and Hazardous Materials (HAZMAT) Response Branch .....	9
6. Public Safety and Security Branch .....	9
C. Planning Section .....	9
1. Emergency Management Branch.....	10
D. Logistics Section.....	10
1. Transportation Branch .....	10
2. Public Works and Engineering Branch.....	10
3. Mass Care, Housing and Human Services Branch .....	10
4. Resource Support Branch .....	11
5. Agriculture and Natural Resources Branch .....	11
6. Energy Branch .....	12
E. Finance and Administration Section.....	12
1. Long Term Community Recovery and Mitigation Branch .....	12
V. Administration and Logistics.....	12
VI. Training and Exercises.....	13
VII. Plan Requirements, Maintenance and Distribution.....	14
APPENDIX A: Authority and References.....	15
APPENDIX B: Definitions and Glossary .....	16
APPENDIX C: Listing of Hazard-Specific plans (Plans are Published Separately) .....	20
FUNCTIONAL CHECKLISTS.....	Published Separately
NOTIFICATION AND RESOURCE MANUAL (NARM) .....	Published Separately

## **PROMULGATION**

THIS PLAN WAS ADOPTED BY THE RADNOR TOWNSHIP BOARD OF COMMISSIONERS (elected officials) UNDER RESOLUTION NO. \_\_\_\_ DATED \_\_\_\_\_. IT SUPERCEDES ALL PREVIOUS PLANS.

\_\_\_\_\_  
(Chief Elected Official)

\_\_\_\_\_  
(Elected Official)

\_\_\_\_\_  
(Elected Official)

\_\_\_\_\_  
(Elected Official)

\_\_\_\_\_  
(Elected Official)

\_\_\_\_\_  
(Elected Official)

\_\_\_\_\_  
(Elected Official)

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
Sgt. Christopher A. Gluck #301  
(Emergency Management Coordinator)

## CERTIFICATION OF REVIEW

A regular (biennial or sooner) review of this Emergency Operations Plan has been done by the Emergency Management Agency and the review is hereby certified by the Municipal Emergency Management Coordinator.

Date	Signature

## RECORD OF CHANGES/UPDATES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	CHANGE MADE BY (Signature or initials)
1	10/2020	10/2020	CAG #301

# DISTRIBUTION LIST

The Following have received Copies of this Plan

<b>COPY #</b>	<b>ORGANIZATION</b>	<b>INDIVIDUAL RECEIVING COPY</b>	<b>DATE</b>
1	Radnor Township Manager	William White	
2	Radnor Township Solicitor	John Rice	
3	Radnor Board of Commissioners	Ward 1 President - Jack Larkin	
4	Radnor Board of Commissioners	Ward 2 Richard Booker	
5	Radnor Board of Commissioners	Ward 3 Damien Enderle	
6	Radnor Board of Commissioners	Ward 4 Vice-President - Lisa Borowski	
7	Radnor Board of Commissioners	Ward 5 Moirra Mulroney	
8	Radnor Board of Commissioners	Ward 6 Jake Abel	
9	Radnor Board of Commissioners	Ward 7 Sean Farhy	
10	Radnor Police Superintendent	Police Superintendent Christopher Flanagan	
11	Radnor Fire Company	Radnor Fire Chief Joseph Maguire	
12	Radnor Public Works	Acting Public Works Director Mike Simmons	
13	Bryn Mawr Fire Company	Bryn Mawr Fire Chief Dan Kincade	
14	Broomall Fire Company	Broomall Fire Chief Thomas Dobbins	
15	Delaware County EMA	Larry Bak	



## **I. PURPOSE AND SCOPE**

The purpose of this plan is to prescribe those activities to be taken by the municipal government and other community officials to protect the lives and property of the citizens in the event of a natural or human-caused, including terrorism, emergency or disaster, and to satisfy the requirements of the Pennsylvania Emergency Management Services Code, (35 Pa. C.S. Section 7101 et seq., as amended), to have a disaster emergency management plan for the municipality. The plan consists of: a Basic Plan, which describes principles and doctrine; a Notification and Resource Manual, which provides listings and means of contacting local and needed resources; and a series of functional checklists which provide detail for the accomplishment of the specifics of the operation.

The scope of the plan includes all activities in the entire emergency management cycle, including prevention, preparedness, response and recovery phases. This plan is applicable to all response organizations acting for or on behalf of the government or citizens of Radnor Township, County of Delaware. Incident specific Plans may augment this plan if necessary to more efficiently cope with special requirements presented by specific hazards. Such plans are listed in Appendix C.

## **II. SITUATION AND ASSUMPTIONS**

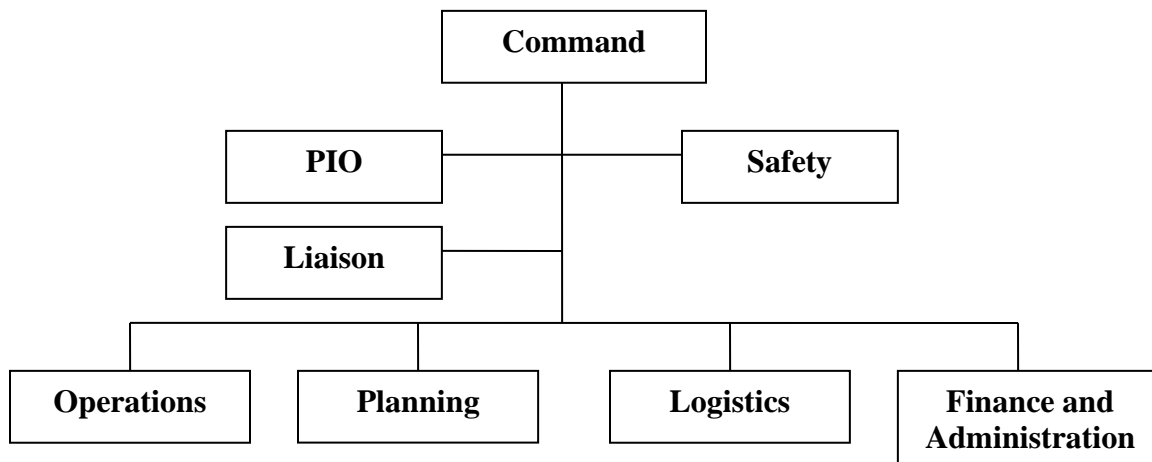
- A. The Township of Radnor is located in Delaware County, Pennsylvania. The population is approximately 31,710. Terrain features that affect emergency response include: Creeks, Streams, Culverts, Park Land, Farmland, Urban Density, Residential, and Business
- B. Identified special facilities (Schools, Health Care Facilities, Child Care Centers, etc.) are indicated in the Notification and Resource Manual (NARM) section of this plan.
- C. The municipality is subject to a variety of hazards. The most likely and damaging of these are flood waters and wind damage to trees/power lines.
- D. Historically, certain geographic areas of this municipality are more vulnerable to the effects of these hazards. These are: Wayne, Villanova, and Rosemont.
- E. Training, response checklists and other accompanying documents are based on the statements in 2 A., B., C. and D. of this plan.
- F. Adjacent municipalities and other governments will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- G. When municipal resources are fully committed and mutual aid from surrounding jurisdictions is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it can call for mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Commonwealth of

Pennsylvania. Ultimately, the Commonwealth can ask the federal government for assistance in dealing with a major disaster or emergency.

- H. In the event of an evacuation of the municipality, or any part thereof, the majority of the evacuees will utilize their own transportation resources. Additionally, those with pets, companion or service animals will transport their own pets and animals. Those with livestock or other farm animals will take appropriate measures to safeguard the animals via sheltering or evacuation as appropriate.
- I. Special facilities will develop, coordinate and furnish emergency plans to the emergency management organization of this municipality, the county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- J. Any regulated facility, SARA (Superfund Amendments and Re-authorization Act) site, power plant, etc. posing a specific hazard will develop, coordinate and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- K. Whenever warranted, the elected officials will declare an emergency for the municipality in accordance with the provisions of the Pennsylvania Emergency Management Services Code (35Pa CS, § 7501). In like manner, in the event of any emergency requiring protective actions (evacuation or sheltering), the elected officials will make the recommendation and communicate the information to the populace by appropriate means including the Emergency Alert System (EAS), Route Alerting, or other technologies.
- L. In the event of an evacuation, segments of the population will need to be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.
- M. Emergency shelters will be activated by the county EMA using public schools or public colleges / universities (per the provisions of the Pennsylvania Emergency Management Services Code) or other designated shelters. Shelters will be operated by Volunteer Organizations Active in Disasters (VOAD) such as the American Red Cross. Shelter operators will provide basic necessities including food, clothing, lodging, basic medical care, and maintain a registration of those housed in the shelter.
- N. Critical facilities such as hospitals and extended care facilities should have some level of emergency power and alternate energy sources available to accommodate for situations involving the loss of commercial power or other energy sources.

### III. CONCEPT OF OPERATIONS/CONTINUITY OF GOVERNMENT

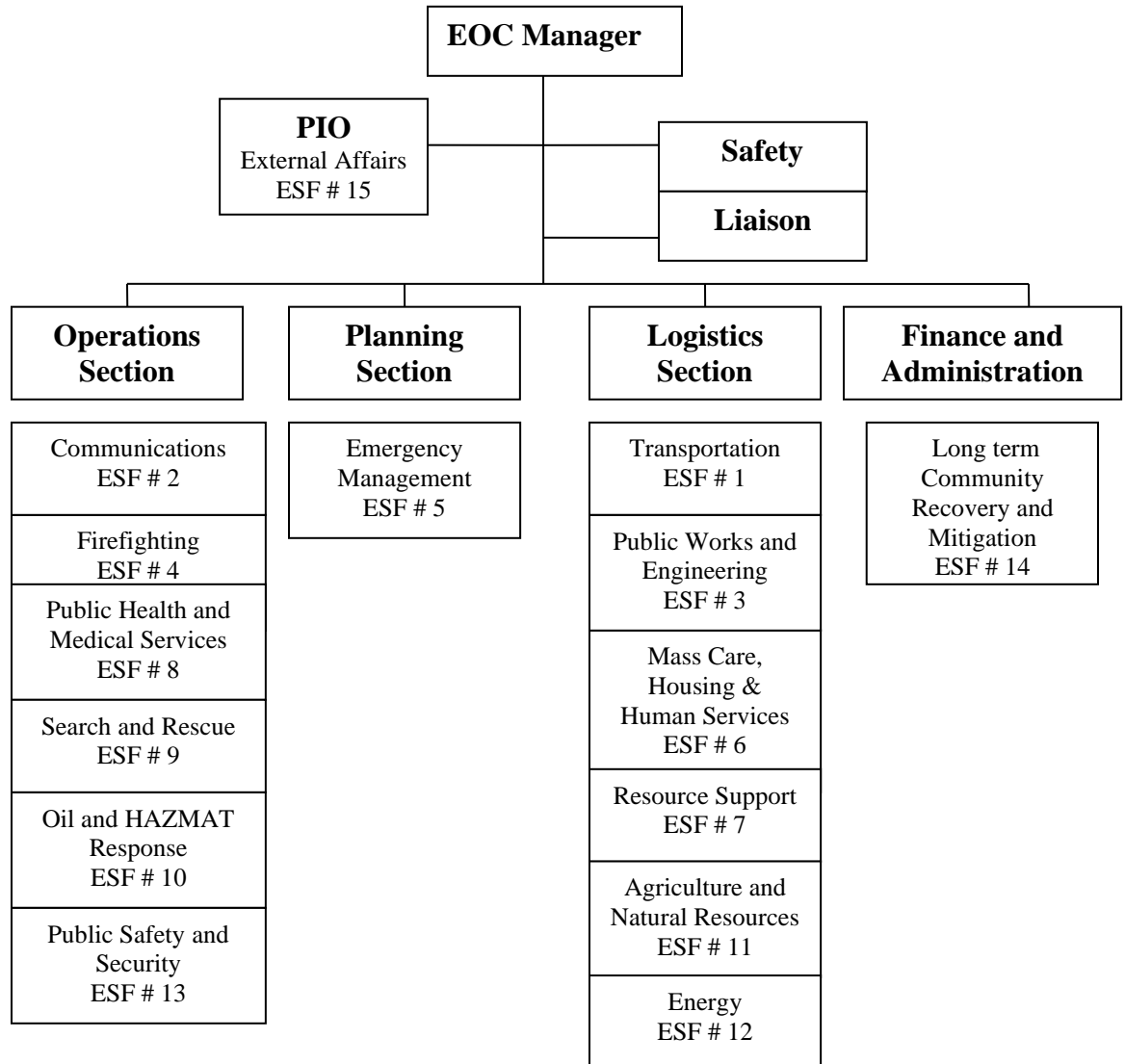
- A. The Radnor Township Board of Commissioners are responsible for the protection of the lives and property of the citizens. They exercise primary supervision and control over the four phases (prevention, preparedness, response and recovery) of emergency management activities within the municipality.
- B. A local Emergency Management Coordinator (EMC) shall act on behalf of the elected officials. An Emergency Operations Center (EOC) has been designated by the municipality and may be activated by the EMC or the elected officials during an emergency. A Deputy EMC and Alternate EOC have been designated to function in case the primary EMC and/or EOC are not available.
- C. This plan embraces an “all-hazards” principle: that most emergency response functions are similar, regardless of the hazard. The EMC will mobilize resources and personnel as required by the emergency situation.
- D. The EMC and elected officials will develop mutual aid agreements with adjacent municipalities for reciprocal emergency assistance as needed.
- E. The municipality will embrace and utilize the National Incident Management System (NIMS) and the Incident Command System (see below).



- 1. The Incident Commander (IC) at the incident site will be trained according to NIMS requirements. In like manner, the EOC staff will also be trained to NIMS requirements.
- 2. The Incident Command System (ICS) should have:
  - a. a manageable span of control (3 to 7 staff; optimum is 5);

- b. personnel accountability (each person reports to only one person in the chain of command); and
- c. functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position).

### **Emergency Operations Center (EOC) Example**



- F. When the municipal EOC is activated, the EMC or designee will coordinate between the site IC and the county EMA. To ensure consistency with operations at the incident site, the EOC will also follow an incident command structure. The EMC will assume the role of EOC Manager (Command) and, initially, all of the remaining roles. As additional staff arrive at the EOC, the EMC may delegate activities to them.
- G. Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position.)

- H. The diagram above aligns Emergency Support Functions (ESFs) with ICS Staff sections. This alignment may be modified as required by the disaster situation or the municipality's political or programmatic needs.
- I. Continuity of government procedures are specified in the Elected Officials checklist.
- J. When the EMC receives notice of a potential emergency from the federal Homeland Security Advisory System, from the National Weather Service watches and warnings, or from other reliable sources, partial activation of the EOC in preparation for the emergency will be considered.
- K. Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be utilized as available.
- L. During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of public information / education materials, will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites, etc.
- M. In the event of an evacuation, the population (or segments thereof) will evacuate using their own vehicles or be transported from the identified affected area(s) to safe havens. Depending upon the hazard factors, the host areas may be located within or outside the municipality.
- N. Evacuees are expected to follow the direction and guidance of emergency workers, traffic coordinators, and other assigned emergency officials. Pre-designated evacuation routes will be utilized whenever safe and practical. Critical intersections will be staffed by traffic control personnel to facilitate an orderly flow of traffic.
- O. Emergency workers should complete pre-emergency "family plans" addressing such issues as transportation and evacuation locations for immediate family members (Spouse and children).

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. COMMAND**

#### **1. Elected Officials:**

- a. Are responsible for establishing a municipal emergency management organization;
- b. Provide for continuity of operations;
- c. Establish lines of succession for key positions;
- d. Designate departmental emergency operating centers and alternatives;
- e. Prepare and maintain this EOP in consonance with the county Emergency Operations Plan;
- f. Establish, equip and staff an EOC;
- g. Recommend an EMC for appointment in accordance with the Emergency Management Services Code;
- h. Issue proclamations of disaster emergency and recommend protective actions (evacuation or shelter in-place) if the situation warrants; and
- i. Apply for federal post-disaster funds, as available.
- j. Establish a hazard mitigation plan.

#### **2. EOC Manager (EMC):**

- a. Prepares and maintains an EOP for the municipality subject to the promulgation of the elected officials; reviews and updates as required;
- b. Maintains coordination with the county EMA, and provides prompt information on emergencies, as available;
- c. In coordination with the county EMA, identifies hazards and vulnerabilities that may affect the municipality;
- d. Identifies resources within the municipality that can be used to respond to a major emergency or disaster situation and requests needed resources from mutual aid partners or the county EMA;
- e. Develops and maintains a trained staff and current emergency response checklists appropriate for the emergency needs and resources of the community;
- f. Mobilizes the EOC and acts as or delegates the Command function within the EOC during an emergency;
- g. Compiles cost figures for the conduct of emergency operations; and
- h. Attends training and workshops provided by the county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures.

#### **3. Public Information Officer (PIO) (External Affairs – ESF # 15)**

- a. Develops and maintains the checklist for the Public Information function;
- b. Assists in the development, review and maintenance of the EOP;



- c. Responds to the EOC or the field, as needed;
- d. Coordinates all information released to the public or to the media with the County PIO/JIC(Joint Information Center);
- e. Coordinates public awareness information to the media before an incident and ensures accurate and timely information about response and recovery operations;
- f. Advises elected officials and the EMC about Public Information activities;
- g. Develops pre-scripted emergency announcements for use in the time of an emergency;
- h. Develops and disseminates public information / educational materials regarding emergency measures to be taken during an emergency including information regarding shelter-in-place, evacuation routes, locations of shelters, transportation pick-up-points, etc.;
- i. Interfaces with the PIO for the County and the State as applicable; and
- j. Operates as a part of the Joint Information Center (JIC) as established by the County, State or Federal officials.

4. **Safety Officer** - Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

5. **Liaison Officer** – Serves as the primary contact for supporting agencies assisting with the incident.

**B. OPERATIONS SECTION (EMC or as delegated):** Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

**1. Communications Branch (ESF # 2):**

- a. Develops and maintains the checklist for the Communications function;
- b. Assists in the development, review and maintenance of the EOP;
- c. Trains staff members on the operation of communications system;
- d. Ensures ability to communicate between the EOC, field operations and the county EMA;
- e. Assists with notification of citizens of the municipality;
- f. Responds to the EOC or the field, as needed;
- g. Advises elected officials and the EMC about Communications activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

**2. Firefighting Branch (ESF # 4):**

- a. Develops and maintains the checklist for the firefighting function;
- b. Assists in the development, review and maintenance of the EOP;

- c. Responds to the EOC or the field, as needed;
- d. Coordinates fire and rescue services;
- e. Assumes primary responsibility for route alerting of the public;
- f. Assists with evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- g. Provides for emergency shutdown of light and power;
- h. Provides emergency lights and power generation;
- i. Assists in salvage operations and debris clearance;
- j. Advises elected officials and the EMC about fire and rescue activities; and
- k. Performs other responsibilities as assigned by the Section Chief.

### **3. Health/Medical Branch (ESF # 8):**

- a. Develops and maintains the checklist for the Health/Medical Services function;
- b. Assists in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Maintains a listing of special needs residents, providing copies to municipal and county EMAs;
- e. Coordinates emergency medical activities within the municipality;
- f. Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care, personal care homes or any custodial care facilities;
- g. Coordinates medical services as needed to support shelter operations;
- h. Assists in search and rescue operations;
- i. Assists in mortuary services;
- j. Assists in provisions of inoculations for the prevention of disease;
- k. Advises elected officials and the EMC about Public Health/Medical Services activities;
- l. Coordinates the immunization of emergency workers;
- m. Refers transportation needs (Health Care, Special Needs) to the Logistics Officer;
- n. Coordinates and cooperates with appropriate entities and agencies regarding matters of public health including the reporting of communicable diseases and establishment of quarantine areas; and
- o. Performs other responsibilities as assigned by the Section Chief.

### **4. Search and Rescue Branch (ESF # 9):**

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Coordinates search and rescue services;
- d. Advises elected officials and the EMC about search and rescue (S&R); and
- e. Performs other responsibilities as assigned by the Section Chief.

**5. Oil and Hazardous Materials Response Branch (ESF # 10):**

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Coordinates with the Hazardous Materials Team as appropriate;
- d. Coordinates decontamination and monitoring of affected citizens and emergency workers after exposure to chemical or radiological hazards;
- e. Advises elected officials and the EMC about HAZMAT activities; and
- f. Performs other responsibilities as assigned by the Section Chief.

**6. Public Safety and Security Branch (ESF # 13):**

- a. Develops and maintains the checklist for the Public Safety and Security function;
- b. Assists in the development, review and maintenance of the EOP;
- c. Responds to the EOC or the field, as needed;
- d. Coordinates security and law enforcement services;
- e. Establishes security and protection of critical facilities, including the EOC;
- f. Provides traffic and access control in and around affected areas;
- g. Assists with route alerting and notification of threatened population;
- h. Assists with the evacuation of affected citizens, especially those who are institutionalized, immobilized or injured;
- i. Assists in the installation of emergency signs and other traffic movement devices;
- j. Assists in search and rescue operations;
- k. Advises elected officials and the EMC about Public Safety and Security operations;
- l. Establishes and provides security services to any shelter locations operating in the municipality;
- m. Assists shelter operators with the screening of clients with regard to criminal history background checks including sex offenders;
- n. Establishes security patrols for any evacuated areas, conditions permitting;
- o. Cooperates with other law enforcement agencies regarding investigations, crime scene security, etc.; and
- p. Performs other responsibilities as assigned by the Section Chief.

**C. PLANNING SECTION (EMC or as delegated):** Responsible for ensuring the accomplishment of the Emergency Management branch responsibilities. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions.

**1. Emergency Management Branch (ESF # 5):**

- a. Collects, evaluates and provides information about the incident;
- b. Determines status and tracking of resources;
- c. Prepares and documents Incident Action Plans;
- d. Establishes information requirements and reporting schedules;
- e. Supervises preparation of an Incident Management Plan;
- f. Assembles information on alternative strategies; and
- g. Performs other responsibilities as assigned by the Section Chief.

**D. LOGISTICS SECTION (EMC or as delegated):** Responsible for ensuring the accomplishment of responsibilities of all assigned branches. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments to the branch director(s) and reports to the EOC manager on the progress and status of assigned missions. Logistics Section also provides internal logistical support for the EOC itself.

**1. Transportation Branch (ESF # 1):**

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of Transportation Resources and contact information including capacities in the Municipality;
- d. Coordinates the supply of transportation resources during an emergency;
- e. Advises elected officials and the EMC about Transportation activities; and
- f. Performs other responsibilities as assigned by the Section Chief.

**2. Public Works and Engineering Branch (ESF # 3 ):**

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of Public Works assets and resources;
- d. Serves as a liaison between municipal Public Works and the EOC;
- e. Coordinates the assignment of Public Works resources;
- f. Provides information on water, sewerage, road construction and repair, engineering, building inspection and maintenance;
- g. Advises elected officials and the EMC about Public Works and Engineering activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

**3. Mass Care, Housing and Human Services Branch (ESF # 6):**

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Assists the County EMA (ESF # 6) in maintaining a listing of Mass Care – Shelter facilities including capacities;
- d. Coordinates with American Red Cross and other appropriate agencies;
- e. Requests Mass Care – Shelter support from the County during an emergency;
- f. Coordinates with ESF # 1 (Transportation) and ESF # 7 (Resource Management) regarding evacuation issues;
- g. Advises elected officials and the EMC about Mass Care, Evacuation and Shelter activities; and
- h. Performs other responsibilities as assigned by the Section Chief.

**4. Resource Support Branch (ESF # 7):**

- a. Coordinates materials, services and facilities in support of the emergency;
- b. Develops procedures for rapidly ordering supplies and equipment and tracking their delivery and use;
- c. Participates in the preparation of the Incident Management Plan;
- d. Facilitates the acquisition of supplies for emergency workers including food, water, and basic necessities;
- e. Facilitates the acquisition, as requested, of supplies of food, water, and necessities for shelter operators;
- f. Obtains, tracks and coordinates transportation resources (buses, vans, additional ambulances, trucks, etc.);
- g. Establishes staging areas for supplies and transportation resources;
- h. Obtains supplies and coordinates the dissemination of emergency fuel supplies for emergency vehicles, critical facilities and evacuees as appropriate; and
- i. Performs other responsibilities as assigned by the Section Chief.

**5. Agriculture and Natural Resources Branch (ESF # 11):**

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of food and animal care and control assets;
- d. Serves as a liaison between the EOC and the food community;
- e. Coordinates the dissemination of information to the food and animal care and control community;
- f. Advises elected officials and the EMC regarding agricultural and animal care and control issues;
- g. Coordinates local animal shelter activities with county ESF 11 Officer and County Animal Response Team liaison; and
- h. Performs other responsibilities as assigned by the Section Chief.

**6. Energy Branch (ESF # 12):**

- a. Assists in the development, review and maintenance of the EOP;
- b. Responds to the EOC or the field, as needed;
- c. Maintains a listing of energy and utility assets;
- d. Serves as a liaison between the EOC and the energy / utilities;
- e. Coordinates the dissemination of information to the energy / utilities;
- f. Advises elected officials and the EMC regarding energy / utility issues; and
- g. Performs other responsibilities as assigned by the Section Chief.

**E. FINANCE and ADMINISTRATION SECTION (EMC, elected officials and/or as delegated):** Responsible for ensuring the accomplishment of responsibilities of Long Term Recovery and Mitigation Branch. Section Chief may retain branch director responsibilities, or delegate them, depending on the situation and availability of personnel. Section Chief coordinates work assignments of the branch director(s) and reports to the EOC manager on the progress and status of assigned missions. Section also maintains finance and personnel records of response activities.

**1. Long Term Community Recovery and Mitigation Branch (ESF # 14):**

- a. Maintains oversight of all financial and cost analysis activities associated with the emergency;
- b. Tracks costs and personnel time records;
- c. Coordinates the conduct of damage assessment and reporting to the county EMA;
- d. Starts planning for recovery of vital community functions; and
- e. Performs other responsibilities as assigned by the Section Chief.

**V. ADMINISTRATION AND LOGISTICS**

**A. Administration**

- 1. Local governments will submit situation reports, requests for assistance and damage assessment reports to the County EMA.
- 2. The County EMA will forward reports and requests for assistance to PEMA.
- 3. Municipal and county governments will utilize pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.
- 4. Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the County and PEMA.

5. The local EMA will make reports to the County by the most practical means and in a timely manner.
6. All written records, reports and other documents will follow the principles of NIMS.

**B. Logistics - Coordination of unmet needs:**

When municipal resources are committed and mutual aid is exhausted, the county Emergency Management Agency (EMA) is available to coordinate assistance and satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties, its Regional Task Force (RTF), or from the Pennsylvania Emergency Management Agency (PEMA). Ultimately, PEMA will turn to the Federal Emergency Management Agency (FEMA) for assistance in dealing with a major disaster or emergency.

## **VI. TRAINING AND EXERCISES**

**A. Training Authority**

For training purposes and exercises, the EMC may activate this plan as required to evaluate and maintain the readiness posture of the municipality.

**B. Exercise Requirements**

To provide practical, controlled operations experience for those who have EOC responsibilities, the EMC should activate this plan at least every three years in the form of an emergency exercise.

**C. Training Policy**

**1. Public Officials:**

- a. **Response and Recovery Training:** Training programs will be provided to municipal officials, the emergency management coordinator, EOC staff and emergency services personnel (police, fire and EMS) on the procedures and policies for a coordinated response and recovery to a disaster emergency. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.
- b. **Professional Development:** Training programs will be provided to the municipal EMA and staff in skills and techniques of writing plans, professional development skills, and national security issues related to municipal emergency preparedness. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the county EMA.



- c. Damage Assessment and Reporting: Annual training will be offered in damage reporting procedures, and in damage assessment for those who will work with county damage assessment teams. Training programs are offered by the Pennsylvania Emergency Management Agency and coordinated by the County EMA.

## 2. Emergency Services and Other Responding Agencies

Exercises, as indicated above, will be used as a training technique for public officials, county emergency staff and emergency services personnel who are assigned emergency responsibilities in this plan. EMA staff officers responsible for functional annexes are charged with ensuring skills training for personnel who implement the provisions of their respective annexes.

## 3. State and Federal Training

EMA staff will participate in State and Federal training programs as prescribed internally and by PEMA.

# VII. PLAN REQUIREMENTS, MAINTENANCE AND DISTRIBUTION

- A. EMC Responsibilities: The municipal EOP is the responsibility of the elected officials, but normally the EMC will coordinate development and maintenance of the plan. The plan components will be reviewed and updated by the EMC every two years or as needed. Some incident specific annexes require an annual review based upon legislation or regulation. Whenever portions of this plan are implemented in an emergency event or exercise, a review will be conducted to determine necessary changes.
- B. Enforceability: This plan is enforceable under the provisions of the Pennsylvania Emergency Management Services Code.
- C. Execution: This plan will be executed upon order of the Municipal Elected Officials or their authorized representative, the Municipal Emergency Management Coordinator.
- D. Distribution: This plan and its supporting materials are controlled documents. While distribution of the “Basic Plan” is allowable, the Checklists, Notification and Resource Manual and some Incident Specific Plans contain specific response or personal information and are not considered to be available to the public. Distribution is based upon regulatory or functional “need to know”. Copies of this plan are distributed according to an approved control list. A record of distribution, by copy number, is maintained on file by the EMC. Controlled copies of revisions will be distributed to designated plan holders. Revisions or changes are documented by means of the “Record of Changes” page iii. A receipt system will be used to verify the process.

**APPENDICES:**

App A: Authority and References

App B: Glossary

App C: Listing of Related and Incident Specific Plans

## APPENDIX A: **AUTHORITY AND REFERENCES**

1. The Pennsylvania Emergency Management Services Code 35 Pa. C.S. Section 7101-7707, as amended
2. Pennsylvania Emergency Management Agency, “Commonwealth of Pennsylvania Multi-Hazard Identification and Risk Assessment,” as amended
3. Commonwealth of Pennsylvania, Emergency Operations Plan, May 2005, with amendments
4. Pennsylvania Emergency Management Agency, Emergency Management Directive 2002-5, (Requirements for the Preparation, Review and update of municipal Emergency Operations Plans (EOPs) and accompanying Documents)
5. County Emergency Operations Plan
6. County Hazard Vulnerability Analysis
7. County Hazard Mitigation Plan

## APPENDIX B: DEFINITIONS AND GLOSSARY

1. Access Control Points (ACP) - Posts established primarily by State or municipal police and augmented as necessary by the National Guard on roads leading into a disaster area for the purpose of controlling entry during an emergency.
2. Activate - To start or place into action an activity or system.
3. Control - To exercise authority with the ability to influence actions, compel or hold in restraint. (For use in context with this document: (35 PA C.S.) as amended clarifies and strengthens the role of the Governor by granting him authority to issue executive orders and disaster proclamations which have the force and effect of law when dealing with emergency and disaster situations and controlling operations.)
4. Coordination - Arranging in order, activities of equal importance to harmonize in a common effort. (For use in context with this document: authorizing and/or providing for coordination of activities relating to emergency disaster prevention, preparedness, response and recovery by State, local governments and Federal agencies.)
5. Deploy - To move to the assigned location in order to start operations.
6. Direction - Providing authoritative guidance, supervision and management of activities/operations along a prescribed course to reach an attainable goal.
7. Disaster - A natural or human-caused event that has a large-scale adverse effect on individuals, the environment, the economy or property.
  - A. Human Caused Disaster - Any industrial, nuclear or transportation accident, explosion, conflagration, power failure, natural resource shortage or other condition, resulting from human causes, whether unintended or deliberate. This includes oil spills and other injurious environmental contamination, terrorism acts of vandalism or sabotage and civil unrest which threaten or cause substantial damage to property, human suffering, hardship or loss of life.
  - B. Natural Disaster - Any hurricane, tornado, storm, flood, high water, wind driven water, tidal wave, earthquake, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe which results in substantial damage to property, hardship, suffering or possible loss of life.
8. Disaster Emergency - Those conditions which upon investigation may be found, actually or likely to:
  - A. Seriously affect the safety, health or welfare of a substantial number of citizens of the municipality or preclude the operation or use of essential public facilities.

- B. Be of such magnitude or severity as to render essential state supplementation of regional, county and municipal efforts or resources exerted or utilized in alleviating the danger, damage, suffering or hardship faced.
  - C. Have been caused by forces beyond the control of humans, by reason of civil disorder, riot, natural occurrence, terrorism or disturbance, or by factors not foreseen and not known to exist when appropriation bills were enacted.
9. Emergency Alert System (EAS) - An automatic system where radio station operators voluntarily broadcast emergency information. The system can be activated by county, state or federal emergency management agencies or the national weather service.
  10. Emergency Management - The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, preparedness, response and recovery for emergencies of all kinds.
  11. Emergency Services - The preparation for and the carrying out of functions, other than those for which military forces are primarily responsible, to prevent, minimize and provide emergency repair of injury and damage resulting from disaster, together with all other activities necessary or incidental to the preparation for and carrying out of those functions. The functions include, without limitation, firefighting services, police services, medical and health services, search, rescue, engineering, disaster warning services, communications, radiological, shelter, chemical and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resources management, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civilian protection.
  12. Emergency Support Function (ESF) – A distinct function that may need to be performed during emergency response, but which is not necessarily dependent on the type of disaster or emergency that causes the need for the support function. ESFs define an organizational structure for the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal. Use of ESFs allows for planning, training and organization to be made without consideration for the cause. This plan uses fifteen separate ESFs that are mirrored in the National Response Plan and the Pennsylvania State EOP.
  13. Explosive Ordnance Disposal (EOD) - An active U.S. Army organization tasked with the retrieval and disposal of military ordnance. Also available to assist civilian authorities in life threatening situations dealing with explosive devices when civilian explosive technicians or bomb squads are not available.
  14. External Affairs – Those emergency activities that deal with the general public and other entities outside the immediate disaster area. This includes public information and media relations activities.

15. Governor's Proclamation of "Disaster Emergency" – A formal declaration or proclamation by the Governor of Pennsylvania that a disaster has occurred or that the occurrence or the threat of a disaster is imminent. As part of this proclamation, the Governor may waive or set aside time-consuming procedures and formalities prescribed by state law (excepting mandatory constitutional requirements.) The state of disaster emergency continues until the Governor finds that the danger has passed and terminates it by executive order or proclamation, but no state of disaster emergency may continue for longer than 90 days unless renewed by the Governor.
16. Hazardous Materials (HAZMAT) - Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological, nuclear or explosive.
17. Hazards Vulnerability Analysis (HVA) - A compilation of natural and human-caused hazards and their predictability, frequency, duration, intensity and risk to population and property.
18. Joint Information Center (JIC) - A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the JIC.
19. Local Emergency - The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster requires focused local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.
20. Mass Care Centers - Fixed facilities that provide emergency lodging and essential social services for victims of disaster left temporarily homeless. Feeding may be done within a mass care center (in suitable dining facilities) or nearby.
21. Municipality - As defined in the Pennsylvania Constitution, "...a county, city, borough, incorporated town, township or similar unit of government..." (Article IX, Section 14, The Constitution of Pennsylvania).
22. National Incident Management System (NIMS) - A system developed by the federal Department of Homeland Security that provides a consistent, nationwide approach for emergency responders at all levels of government to work together effectively and efficiently. The NIMS includes a core set of concepts, principles and terminology, including ICS (Incident Command Systems), MACS (Multi-Agency Coordination Systems), Training, Identification and Management of Resources, Certification, and the Collection, Tracking and Reporting of incident information.
23. Notification - To make known or inform, to transmit emergency information and instructions: (1) to Emergency Management Agencies, staff and associated organizations;

(2) over the Emergency Alert System to the general public immediately after the sirens have been sounded.

24. Notification and Resource Manual (NARM) – One of the three major components of this plan, the NARM contains lists of personnel and equipment, contact information and other data that are most subject to change. Because of the personal and sensitive nature of its data, the NARM is NOT available to the public.
25. Operational - Capable of accepting mission assignments at an indicated location with partial staff and resources.
26. Political Subdivision - Any county, city, borough, township or incorporated town within the Commonwealth.
27. Presidential Proclamation of "Emergency" - Any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

*IMPORTANT NOTE* - Before federal assistance can be rendered, the Governor must first determine that the situation is beyond the capabilities of the State and affected municipal governments and that federal assistance is necessary. As a prerequisite to Federal assistance, the Governor shall take appropriate action under law and direct execution of the State Emergency Operations Plan. The Governor's request for proclamation of a major disaster by the President may be accepted, downgraded to emergency or denied.

28. Presidential Proclamation of "Major Disaster" – “Major Disaster” means any natural catastrophe, or any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
29. Protective Action - Any action taken to eliminate or avoid a hazard or eliminate, avoid or reduce its risks.
30. Public Information Officer (PIO) - That member of the municipal staff or EOC who deals with the media, or who is responsible for informing the public. In this plan, the PIO is responsible for all external affairs activities (ESF # 15.) If no PIO is appointed, those responsibilities stay with the EOC manager.
31. Public Information Statements - Public announcements made by PEMA, county or local official spokespersons via newspapers, radio or television to explain government actions being taken to protect the public in the event of any public emergency. The purpose of the



announcement is to provide accurate information, prevent panic and counteract misinformation and rumors.

32. Reception Center - A pre-designated site outside the disaster area through which evacuees needing mass care support will pass to obtain information and directions to mass care centers.
33. Re-entry - The return to the normal community dwelling and operating sites by families, individuals, governments, and businesses once the evacuated area has been declared safe for occupancy.
34. Resource Typing – A component of the National Incident Management System (NIMS) that standardizes definitions for human and equipment resources. These standardized definitions, certifications and training will allow resources from other parts of the U.S. to work together. Resources are assigned “Type” number that indicates the size/capacity of the resource i.e. a Type 1 Team will have more people and capabilities than a Type 2 or a Type 3 team.
35. Route Alerting - A supplement to siren systems accomplished by pre-designated teams traveling in vehicles along pre-assigned routes delivering an alert/warning message.
36. Special Needs – Individuals in the community with physical, mental, or medical care needs who may require assistance before, during, and/or after a disaster or emergency after exhausting their usual resources and support network.
37. Standby - To be ready to perform but waiting at home or other location for further instructions.
38. Support - To provide a means of maintenance or subsistence to keep the primary activity from failing under stress.
39. Traffic Control Points (TCP) - Posts established at critical road junctions for the purpose of controlling or limiting traffic. TCPs are used to control evacuation movement when an emergency situation requires it.
40. Unmet Needs - Capabilities and/or resources required to support emergency operations but neither available nor provided for at the respective levels of government.
41. Weather Warning - Severe weather is occurring or is about to occur.
42. Weather Watch - Conditions and ingredients exist to trigger severe weather.

**RESOLUTION NO. 2020-118**

**A RESOLUTION OF RADNOR TOWNSHIP,  
DELAWARE COUNTY, PENNSYLVANIA,  
AUTHORIZING THE AWARD OF THE CONTRACT FOR  
DESIGN, ENGINEERING AND PERMITTING FOR  
BROOKSIDE AVENUE STORM SEWER REPLACEMENT,  
TO CARROLL ENGINEERING CORPORATION,  
IN THE AMOUNT OF \$20,106.00**

***WHEREAS,*** the existing inlets and partially collapsed storm sewer near 515 Brookside Avenue is inadequate to handle the stormwater during short term storm events resulting in runoff across the property before discharging to Ithan Creek, and

***WHEREAS,*** Carroll Engineering Corporation has provided an acceptable proposal for professional engineering service to conduct the design, engineering and permitting for the replacement of these items and the addition of inlets as needed.

***NOW, THEREFORE,*** be it ***RESOLVED*** by the Board of Commissioners of Radnor Township does hereby Authorize the Award of the Contract for Design, Engineering and Permitting for Brookside Avenue Storm Sewer Replacement, to Carroll Engineering Corporation, in the Amount of \$20,106.00.

***SO RESOLVED*** this 26<sup>th</sup> day of October, A.D., 2020.

**RADNOR TOWNSHIP**

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

ATTEST:

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

# Radnor Township

## PROPOSED LEGISLATION

DATE: October 20, 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 #2020-118: Authorizing the Award of the Contract for Design, Engineering and Permitting for Brookside Avenue Storm Sewer Replacement, to Carroll Engineering Corporation, in the Amount of \$20,106.00**

---

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

**PURPOSE AND EXPLANATION:** The existing inlets and partially collapsed storm sewer near 515 Brookside Avenue is inadequate to handle the stormwater during short term storm events resulting in runoff across the property before discharging to Ithan Creek. It is necessary to replace the sewer and inlets as well as add inlets to correct the short term problem, although the location of this corridor in a special flood area may limit the effectiveness during larger events. Attached is the proposal from Carroll Engineering to conduct the associated professional services.

**IMPLEMENTATION SCHEDULE:** Upon approval by the Board of Commissioners, Carroll Engineering will be notified of the award and the cost will be entered into the finance system.

**FISCAL IMPACT:** The project cost is to be funded by the Stormwater Fund.

**RECOMMENDED ACTION:** *Staff requests the Board of Commissioners of Radnor Township to authorize the Award of the Contract for Design, Engineering and Permitting for Brookside Avenue Storm Sewer Replacement, to Carroll Engineering Corporation, in the Amount of \$20,106.00.*



## ***Carroll Engineering Corporation***

October 9, 2020

Stephen F. Norcini, P.E., Township Engineer  
Radnor Township  
301 Iven Avenue  
Wayne, PA 19087-5297

Subject: Engineering Services Proposal – Brookside Avenue Storm Sewer Replacement

Dear Steve:

Carroll Engineering Corporation (CEC) is pleased to submit this proposal for the subject project. CEC understands Radnor Township wishes for us to complete the design, permitting, technical specifications preparation, and provide construction administration services for the replacement of a partially collapsed storm sewer pipe which is located at 515 Brookside Avenue. The existing storm sewer provides drainage along Brookside Avenue via two (2) city inlets and discharges to an adjacent stream located at the rear of 515 Brookside Avenue. The storm sewer shall be replaced by an equivalent parallel pipe and shall discharge to the approximate location of the existing pipe while minimizing disturbance to the affected property. Inlets shall be added to Brookside Avenue as needed to minimize flooding observed along this corridor. However, it should be noted that available FEMA data indicates that this portion of Brookside Avenue falls within an area identified as a special flood area. As such, the replacement storm sewer's effectiveness in removing stormwater runoff from Brookside Avenue may be diminished in larger storm events where the outlet is submerged.

Carroll Engineering Corporation proposes to provide the services detailed below in accordance with the following Scope of Work and Fee Estimate.

### **I. SCOPE OF WORK**

#### **A. Survey/Base Plan Preparation**

1. We propose to provide field survey services and prepare signed and sealed topographic survey data in AutoCAD C3D format. The site survey will locate existing features along approximately 400 LF of Brookside Avenue and approximately 30 LF on either side of the storm sewer which traverses the affected residential property to facilitate preparation of a plan with a one-foot contour interval. Elevations will be taken at critical locations, including paved areas, stream bed, and rock wall(s). The CAD plan of topography will be used to prepare plans for site improvements.

#### ***Today's Commitment To Tomorrow's Challenges***

Corporate Office:  
949 Easton Road  
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(215) 343-5700

630 Freedom Business Center  
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King of Prussia, PA 19406  
610-489-5100

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484-875-3075

105 Raider Boulevard  
Suite 206  
Hillsborough, NJ 08844  
908-874-7500

[www.carrollengineering.com](http://www.carrollengineering.com)

2. Our survey personnel shall conduct the appropriate research and obtain all available data from Delaware County to appropriately depict the subject parcel and right-of-way. We shall also provide up to two (2) easement legal descriptions and exhibits for a permanent stormwater easement which shall encompass the existing and proposed storm sewer alignment and a temporary construction easement to facilitate construction of the aforementioned storm sewer.

B. Site Improvement Plan Preparation

1. Plans will be prepared in accordance with applicable regulations of the Delaware County Conservation District as indicated below for a General Permit submission. We propose to prepare the following plans:
  - a. Existing Features Plan
  - b. Overall Site Improvement Plan
  - c. Profile Sheet
  - d. Erosion and Sediment Control Plan
  - e. Erosion and Sediment Control Details and Notes
  - f. Construction Details

C. Permitting

1. Plans will be submitted to the Delaware County Conservation District for the issuance of the General Permit 4 for the proposed outfall structure and an adequacy review of the Erosion and Sediment Pollution Control Plan. All fees will be paid by the Township
2. A PNDI shall be obtained. CEC shall utilize the services of Penn's Trail Environmental to conduct a field visit to make a determination if there are wetlands present the project area. This is anticipated to be required to obtain a "no conflicts" PNDI receipt. Available National Wetlands Inventory Data indicates that existing wetlands appear to be greater than 300 ft away from the project area. As such, this proposal does not include a Phase I bog turtle investigation since it is not anticipated to be required. This service can be provided as needed under a separate proposal which is estimated to be approximately \$2,200.

D. Specifications / Bidding assistance

1. Technical specifications shall be prepared, including an itemized bid form which we will provide to the Township. We assume the Township will provide the front-end specifications and be responsible for the solicitation of bids.

2. The following additional services will be provided during the bidding proceedings:
  - a. Attend the pre-bid meeting and prepare meeting minutes (if necessary).
  - b. Prepare responses to questions, and addenda documentation (as necessary) during the bidding proceedings.

E. Construction Administration

1. CEC will provide the following services during the construction of the replacement storm sewer:
  - a. Attend the pre-construction meeting.
  - b. Provide responses to contractor RFI's, as necessary.
  - c. Review contractor material submittals.
  - d. Provide two (2) milestone site visits
  - e. Provide final punch list inspection.

**B. CONTRACT TERMS**

1. Survey/Base Plan Preparation.....	\$4,182.00
2. Plan Preparation & Permitting.....	\$10,796.00
3. Specifications Bidding Assistance.....	\$5,128.00
4. Construction Administration .....	\$3,100.00

**NOT TO EXCEED FEE TOTAL .....\$23,206.00**

CEC proposes to provide services described herein for a **Not to Exceed** fee of **\$23,206.00** to be invoiced on a percent complete basis. Said fee is based on CEC's understanding of the project scope, as described herein.

The fees stated herein are for the basic services described in this proposal. If additional services are required, these will be invoiced on the basis of our standard hourly rates following your approval to proceed with same.

This proposal and the attached Standard Consulting Contracting Terms and Conditions represent the entire understanding between you and this office with respect to this project and may only be modified, in writing, signed by both of us. If this proposal satisfactorily sets for your understanding of the arrangement between us, please execute the attached copy of this letter in the space provided and return same to this office. We would expect to start our services promptly after receipt of your acceptance of this proposal. Our basic services will be considered complete upon the submittal of the Final Bid Plans.

Stephen F. Norcini, P.E., Township Engineer  
Page 4  
October 9, 2020

Thank you for the opportunity to present this proposal. Should you have any questions or require additional information, please do not hesitate to contact me at 215-343-5700, Extension 265 or [cpeterson@carrollengineering.com](mailto:cpeterson@carrollengineering.com)

Very truly yours

CARROLL ENGINEERING CORPORATION

*Christopher A. Peterson*

Christopher A. Peterson

CAP:cam

Attachments

cc: Joel Ardman, P.E., Vice President, CEC



**RESOLUTION NO. 2020-119**

**A RESOLUTION OF RADNOR TOWNSHIP,  
DELAWARE COUNTY, PENNSYLVANIA,  
AUTHORIZING THE AWARD OF THE CONTRACT FOR  
DESIGN AND ENGINEERING OF THE  
ODORISIO AND COWAN PARKS BASKETBALL COURT IMPROVEMENTS,  
TO CARROLL ENGINEERING CORPORATION,  
IN THE AMOUNT OF \$27,440.00**

**WHEREAS**, the existing basketball courts at Odorisio and Cowan parks are in a severely degraded condition and do not meet out-of-bounds safety limits, and

**WHEREAS**, Carroll Engineering Corporation has provided an acceptable proposal for professional engineering service to conduct the design and engineering for the repair, expansion and reorientation of these courts and the addition of other amenities and stormwater management facilities.

**NOW, THEREFORE**, be it **RESOLVED** by the Board of Commissioners of Radnor Township does hereby Authorize the Award of the Contract for Design and Engineering of the Odorisio and Cowan Parks Basketball Court Improvements, to Carroll Engineering Corporation, in the Amount of \$27,440.00.

**SO RESOLVED** this 26<sup>th</sup> day of October, A.D., 2020.

**RADNOR TOWNSHIP**

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

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

# Radnor Township

## PROPOSED LEGISLATION

DATE: October 20, 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 #2020-119: Authorizing the Award of the Contract for Design and Engineering of the Odorisio and Cowan Parks Basketball Court Improvements, to Carroll Engineering Corporation, in the Amount of \$27,440.00**

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

**PURPOSE AND EXPLANATION:** The existing basketball courts at Odorisio and Cowan parks are in a severely degraded condition and do not meet out-of-bounds safety limits. These courts need to be repaired, expanded and reoriented and stormwater management facilities should be added. In the case of Odorisio Park, trees need to be removed, bleachers need to be added and fencing needs to be added to separate the court from the parking lot. Attached is the proposal from Carroll Engineering to conduct the associated professional services.

**IMPLEMENTATION SCHEDULE:** Upon approval by the Board of Commissioners, Carroll Engineering will be notified of the award and the cost will be entered into the finance system.

**FISCAL IMPACT:** The project cost is to be funded by the 2019 General Obligation Bond.

**RECOMMENDED ACTION:** *Staff requests the Board of Commissioners of Radnor Township to authorize the Award of the Contract for Design and Engineering of the Odorisio and Cowan Parks Basketball Court Improvements, to Carroll Engineering Corporation, in the Amount of \$27,440.00.*



## *Carroll Engineering Corporation*

October 19, 2020

Stephen F. Norcini, P.E., Township Engineer  
Radnor Township  
301 Iven Avenue  
Wayne, PA 19087-5297

Subject: Engineering Services Proposal  
Odorisio Park and Cowan Park Basketball Court Improvements

Dear Steve:

Carroll Engineering Corporation (CEC) is pleased to submit this proposal for engineering services for the design of the improvements to the Odorisio Park and Cowan Park basketball courts. This proposal is based on our understanding of the project scope following our discussion on October 8th which is summarized for you below:

### **PROJECT SCOPE**

#### Odorisio Park Basketball Court:

The improvements to the Odorisio Park basketball court shall include an expansion of the overall court limits to provide unobstructed safety areas on all four sides of the court. Facing the court from Church Street, the left and right side shall be widened by approximately 3 to 5 feet in accordance with applicable court guidelines as well as 5 to 9 feet at the rear. The expansion of the court to the rear (southwest side) shall require the removal of several trees and the relocation of some decorative boulders which shall be moved to a location of the Township's choosing. The basketball nets shall be replaced and shifted to the rear of the court in order to have equal safety areas at each end. The associated court lines shall also be shifted accordingly. There are some existing cracks in the pavement which will be appropriately repaired, and the court shall be resurfaced without any milling of the existing pavement to maximize the overall pavement cross-section. Leveling of any low spots on the court shall also be included. A decorative surface treatment shall also be applied with the similar color scheme as the existing court. Bleachers shall be designated on the upslope side of court, and an underground stormwater seepage bed shall be provided on the downstream side of the court to accommodate the stormwater volume contributed by the additional impervious surface. Lastly, split rail fencing with a plastic-coated mesh fabric shall be designated along the parking areas on Church Street to provide added safety.

#### Cowan Park Basketball Court:

The improvements to the Cowan Park basketball court shall include an expansion of the overall court limits to provide unobstructed safety areas on all four sides of the court. This will involve widening the court on all four (4) sides by approximately 2 to 3 feet in accordance with applicable court guidelines. The basketball nets and court lines shall be replaced but remain in the same location. There are some existing cracks in the pavement which will be appropriately repaired, and the court shall be resurfaced without any milling of the existing pavement in order to maximize the overall pavement cross-section. Leveling of any low spots on the court shall also be included. A decorative surface treatment shall also be applied. An underground stormwater seepage bed shall be provided on the downstream side of the court to accommodate the stormwater volume contributed by the additional impervious surface. Any additional amenities (i.e. benches, trash receptacles, etc.) as designated by the Township will be shown the plans.

### *Today's Commitment To Tomorrow's Challenges*

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[www.carrollengineering.com](http://www.carrollengineering.com)

### **DESIGN ASSUMPTIONS**

1. All new court equipment, bleachers, fencing, and appurtenances shall be specified by the Township, and incorporated into the plans and technical specifications by CEC. Decorative court finish specification shall be provided by CEC.
2. The feasibility of the underground seepage beds shall be subject to infiltration rates measured in the field. A surface stormwater facility with amended soils may be required as an alternate if poor infiltration rates are encountered.
3. Review of the proposed stormwater facilities and supporting calculations shall be conducted by the Township Engineer to verify conformance with applicable Township Ordinances.
4. The Township arborist shall provide all pertinent information for the existing trees which are proposed to be removed as part of this project. This information will be incorporated into a tree removal table on the plans by CEC. The Township shall be responsible for presenting this information to the Tree Commission, and will provide the sizes, species, and location of the replacement trees as necessary.
5. The cross-section of the existing courts will not be subject to investigation to verify the existing cross-section prior to resurfacing.
6. The limit of disturbance for each project shall fall below the threshold where an adequacy review of the erosion and sediment control plan by the Delaware County Conservation District would be required.

### **SERVICES**

1. We will contact the Pennsylvania One-Call system to request all existing utilities in the project area be marked and request available Drawings.
2. We will perform a limited topographic survey of the Odorisio Park and Cowan Park basketball courts which will also identify physical features such as edge of pavement, trees over 6" in diameter, utility poles, fence lines, tree and shrub lines, storm sewers, sanitary sewers, and other utilities and prominent features visible on the surface or marked by utility owners. The survey will extend to cover areas impacted by construction.
3. CEC shall utilize the services of Penn's Trail Environmental to conduct the appropriate infiltration testing at each project site as required for the design of the stormwater facilities per the Radnor Township Stormwater Management Ordinance.
4. We will prepare preliminary construction Drawings for each of the basketball court improvement project. Plans will be prepared on 24" x 36" sheets at 1" = 25' scale. The construction Drawings will include the following:
  - a. Cover Sheet with project title
  - b. Existing Features Plan
  - c. Overall Site Improvement & Stormwater Plan
  - d. Erosion and Sediment Control Plan
  - e. Construction Details
4. We will prepare a preliminary opinion of probable cost for the project.
5. We will prepare Technical Specifications and an itemized bid form. The front-end documents shall be provided by the Township. Technical specifications are to be reviewed by Township staff. One electronic copy (.PDF format) of the technical specifications will be provided.
6. We will meet with the Township to review the preliminary construction Drawings and Technical Specifications. The meeting will be held at the Odorisio and/or Cowan Park Court.
7. We will revise and finalize the construction Drawings based on input from the Township
8. We will finalize the Technical Specifications and itemized bid form based on input from the Township.
9. We will prepare a final opinion of probable cost and forward to the Township.

10. We will submit the final Contract Documents (Technical Specifications, Itemized Bid Form, and Construction Drawings) to the Township for final review.
11. We will provide to following services during the project bidding which shall be coordinated by the Township.
  - a. Attend the pre-bid meeting
  - b. Prepare responses to questions and provide addenda documentation to the Township during the bidding proceedings. We assume the Township will handle the solicitation for bids, tabulation of bids, recommendation of award, and the notice to proceed.
12. We will provide the following services during the construction of the project(s).
  - a. Attend the pre-construction meeting
  - b. Provide responses to contractor RFI's as necessary
  - c. Review contractor material submittals for the site related items such as the pavement materials & finishes, storm water facility appurtenances, seed mixtures, etc. We assume that the Township shall be responsible for the review of the items which they have provided the specifications for (i.e. benches, nets, bleachers, trash receptacles, fencing, etc.)
  - d. Conduct one (1) milestone visit
  - e. Provide a final punch list inspection

#### **BASIC FEES**

We propose to perform the above describe engineering services on a time and material basis for a Not-to-Exceed fee as follows:

<u>Odorisio Park</u>	
Design & Plan Preparation / Specifications & Bidding Assistance (Service Items 1 to 11) .....	\$13,720.00
Construction Administration (Service Item 12).....	\$2,480.00
<b>Total.....</b>	<b>\$16,200.00</b>
 <u>Cowan Park</u>	
Design & Plan Preparation / Specifications & Bidding Assistance (Service Items 1 to 11) .....	\$13,720.00
Construction Administration (Service Item 12).....	\$2,480.00
<b>Total.....</b>	<b>\$16,200.00</b>

#### **DIRECT EXPENSES**

The following direct expenses are anticipated to be required and are included in the basic fees:

Reproduction  
Mileage and Tolls  
Computer Disks  
Postage

#### **EXTRA SERVICES**

The fees stated herein are for the basic engineering services described in this proposal. If additional services are required, fees will be invoiced on the basis of our standard hourly rates in addition to the basic fee stated. Services are to be rendered in accordance with the services described above.

This proposal and the foregoing documentation represent the entire understanding between you and this office in respect to this project, and may only be modified in writing, signed by both of us.

Stephen F. Norcini, P.E., Township Engineer  
October 19, 2020  
Page 4

Thank you for the opportunity to present this proposal. If you have any questions, please feel free to contact this office.

Very truly yours,

CARROLL ENGINEERING CORPORATION

*Christopher A. Peterson*

Christopher A. Peterson, P.E.

CAP:cam

Enclosures

cc: William N. Malin, P.E., Vice President, CEC  
Joel Ardman, P.E., Vice President, CEC

# Reports of Standing Committees



New Business

Old Business

# Public Participation

Adjournment