

BOARD OF COMMISSIONERS

AGENDA

Monday, December 9, 2019 - 6:30 PM

Pledge of Allegiance

Notice of Executive Session preceding the Board of Commissioners meeting of December 9, 2019

1. Consent Agenda

- a) Disbursement Review & Approval
- b) Approval of minutes of the Board of Commissioner meeting of November 25, 2019
- c) Approval of the 2020 Township Meeting Dates
- d) Approval of the 2020 Township Holiday Schedule
- e) Resolution #2019-131 - Authorizing the Township Manager to engage E-Collect for Act 511 Discovery Services
- f) Resolution #2019-132 - Enacting a Fee on all Real Estate and Utility Payments made with a Credit Card
- g) Resolution #2019-129 - Authorization to Award the Gasoline and Diesel Fuel Contract
- h) Motion Authorizing the Public Works Department to Receive Sealed Bids for the 2020 Superpave Project
- i) Certificate of Appropriateness for HARB-2019-17 property located at 309 S Wayne Avenue

2. Recognition of Outgoing Commissioners – John Nagle/Luke Clark

3. Recognition of Kirstin Brown – 15 Years of Service to the Radnor Township Recreation & Community Programming Department

4. Toys For Tots Presentation

5. Public Participation - *Individual comment shall be limited to not more than five (5) minutes per Board policy*

6. Committee Reports

- A. Resolution #2019-133 - Seeking Voluntary Contributions to Necessary Township Services (*Requested by Commissioner Farhy*)
- B. Motion to approve DJB Properties/David Brosso Settlement Agreement
- C. Ordinance #2019-12 [**Adoption**] Adoption of the Final 2020 Comprehensive Budget by setting the Township Real Estate Tax Millage Rate and Adopting Appropriations for 2020
- D. Ordinance #2019-13 [**Adoption**] Adoption of the 2020 Sanitary Sewer Rate
- E. Ordinance #2019-14 [**Adoption**] Adoption of the Consolidated Fee Schedule for the Township, Effective January 1, 2020 **Fee Schedule Updated**
- F. Resolution #2019-130 - Adopting a Wage and Salary Schedule for 2020
- G. Ordinance #2019-15 – (**Introduction**) Amending the Township Zoning Ordinance to Allow Townhouse Developments in Certain Areas of the C-3 Service Commercial District and to Provide Regulations
- H. Resolution #2019-125 - Awarding Contract #B-19-012, Emlen Tunnell Park Comfort Station Installation
- I. Resolution #2019-127 - Award of the Renewable Energy and Conservation Planning Services Contract to Practical Energy Solutions in the Amount of \$39,530 effective 1/1/2020
- J. Resolution #2019-128 - Skunk Hollow Sanitary Sewer Trunk Line Replacement- Authorization of Change Order #1 in the Amount of \$52,633.63

7. Reports of Standing Committees of the Board

8. New Business

- Motion to cancel the December 16th Board of Commissioners Meeting

9. Old Business

10. Public Participation

11. Adjournment

RADNOR TOWNSHIP
DISBURSEMENTS SUMMARY
December 9, 2019

The table below summarizes the amount of disbursements made since the last public meeting held on November 25, 2019. As approved by the Board, the Administration is now making weekly accounts payable disbursement batches and publishing those lists on the Township's web site at the following link. Please refer to those files for a detailed listing of the amounts paid by vendor by account code. Also, please visit the [Open Finance](#) program to view the Township's [Checkbook](#), where all vendor payments are available.

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

Fund (Fund Number)	2019-11D November 22, 2019	Total
General Fund (01)	\$470,440.25	\$470,440.25
Sewer Fund (02)	16,123.43	16,123.43
Storm Sewer Management (04)	249.68	249.68
Capital Improvement Fund (05)	46,746.78	46,746.78
Police Pension Fund (07)	5,698.65	5,698.65
OPEB Fund (08)	138,686.70	138,686.70
Civilian Pension Fund (11)	5,081.23	5,081.23
Comm. Shade Tree Fund (15)	990.00	990.00
The Willows Fund (23)	882.18	882.18
Park & Trail Improvement Fund (501)	3,820.00	3,820.00
GOB19 Project Fund (502)	103,705.52	103,705.52
<i>Total Accounts Payable Disbursements</i>	\$792,424.42	\$792,424.42
<i>Electronic Disbursements</i>	n/a	\$987,664.90
<i>Grand Total</i>	\$792,424.42	\$1,780,089.32

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,



William M. White
Finance Director

ELECTRONICALLY PAID DISBURSEMENT LISTING

Estimated Through December 16, 2019

Description	Account No.	Date	Purpose	Amount
Credit Card Revenue Fees - Estimated	Various Funds	12/10/2019	11/19 Credit Card Revenue Processing Fees	\$5,000.00 *
Debt Payment	Various Funds	12/16/2019	US Bank GOB Series A 2015	\$52,867.07
Debt Payment	Various Funds	12/16/2019	US Bank GOB Series 2016	\$62,297.83
Payroll [Bi-Weekly] Transaction - Estimated	01-various	12/12/2019	Salaries and Payroll Taxes - General Fund	\$850,000.00
Payroll [Bi-Weekly] Transaction - Estimated	02-various	12/12/2019	Salaries and Payroll Taxes - Sewer Fund	\$17,500.00
Period Total				\$987,664.90

* Credit card fees are charged to the Township's accounts on the tenth of the month

<u>Original Estimate</u>			<u>Actual Amount</u>
\$500,000.00	11/28/2019	Salaries and Payroll Taxes - General Fund	\$477,581.30
\$17,500.00	11/28/2019	Salaries and Payroll Taxes - Sewer Fund	\$11,522.97
\$517,500.00			\$489,104.27
 \$340,000.00	 12/2/2019	 Longevity - General Fund	 \$338,321.02 *
\$15,000.00	12/2/2019	Longevity - Sewer Fund	\$10,684.26 *
\$355,000.00			\$349,005.28

*Flex Claims are withdrawn from our account twice per month at the discretion of the Administrator. Since these monies are actually withdrawn from employee paychecks and not Twp monies, those transactions are not included on this schedule

\$240,000.00	12/1/2019	Police Pension Payroll	\$229,521.65
\$165,000.00	12/1/2019	Civilian Pension Payroll	\$157,532.81
\$405,000.00			\$387,054.46

TOWNSHIP OF RADNOR
Minutes of the Meeting of November 25, 2019

The Radnor Township Board of Commissioners met at approximately 6:30 PM in the Radnorshire Room in the Radnor Township Municipal Building, 301 Iven Avenue, Wayne, PA 19087

Commissioners Present

*Lisa Borowski, President
Sean Farhy*

*Jack Larkin, Vice-President
Luke Clark (Arrived Late)*

John Nagle

Commissioners Absent

Jake Abel

Richard Booker

Staff Present: *Robert A. Zienkowski, Township Manager/Township Secretary; William White, Assistant Township Manager/ Finance Director; Christopher B. Flanagan, Superintendent of Police; Stephen Norcini, Township Engineer; Steve McNelis, Director of Public Works; Kathryn Gartland, Township Treasurer; John Rice, Township Solicitor; and Jennifer DeStefano, Executive Assistant to the Township Manager.*

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

*Notice of Executive Session on preceding the Board of Commissioners meeting of
November 25, 2019*

There was an Executive Session on November 25, 2019 preceding the Board of Commissioners meeting, where matters of personnel, legal and real estate were discussed. All Commissioners were in attendance with the exception of Commissioner Clark, Abel and Booker.

1. Consent Agenda

- a) Disbursement Review & Approval*
 - b) Approval of minutes of the Board of Commissioner meeting of November 11, 2019*
 - c) Acceptance of Department Monthly Reports*
 - d) Staff Traffic Committee Meeting Minutes – October 16, 2019*
- e) Resolution #2019-124 - Authorizing the Township to enter into agreement with the Pennsylvania Recreation & Parks Society for 2020 Seasonal Discount Ticket Program*
- f) Resolution #2019-123 - Authorizing the Township to enter into agreement with World Cup Sports Academy for 2020 Seasonal Programming*
- g) Resolution #2019-122 - Authorizing the Township to enter into agreement with Jump Start Sports, LLC for 2020 Seasonal Programming*
- h) Resolution #2019-121 - Authorizing the Township to enter into agreement with Soccer Shots, LLC for 2020 Seasonal Soccer Programming*
- i) Resolution #2019-120 - Authorizing the Township to enter into agreement with David Broida for 2020 Seasonal Tennis Programming*
- D. 501 Shadeland Road – Waiver of §245-22.A(2)(c)[2] of the Stormwater Management Ordinance*
- E. 100 Harvard Lane (Lot 48) – Waiver of §245-22.A(2)(c)[2] of the Stormwater Management Ordinance.*
- F. 816 Galer Drive – Waiver of §245-22.A(2)(c)[2] of the Stormwater Management Ordinance*

Commissioner Larkin made a motion to add Items 4d, e, f to consent agenda, seconded by Commissioner Nagle. Motion passed 3-1 with Commissioner Farhy opposed and Commissioners Booker, Clark and Abel absent.

Commissioner Larkin made a motion to approve the consent agenda, seconded by Commissioner Nagle. Motion passed 3-1 with Commissioner Farhy opposed and Commissioners Booker, Clark and Abel absent.

2. Proclamation to Help Hope Live

Commissioner Borowski presented Hope Help Lives with a Proclamation acknowledging Giving Tuesday.

Mr. Zienkowski presented Mr. White with a certificate recognizing his 20 years of service as a member of ICMA.

Commissioner Farhy announced the Tree Lighting in Garrett Hill this Saturday as well as announced the Santa Delivery Program which is coming up.

3. Public Participation - Individual comment shall be limited to not more than five (5) minutes per Board policy

Ruth – She commented regarding the request for an Energy Planner.

Roberta Winters, Williams Road – She had questions regarding the stormwater waiver requests.

Commissioner Clark arrived late to the meeting at 6:55 PM

Leslie Morgan – She spoke regarding her disagreement with the approval of stormwater waivers approvals.

Ted Merriman, Poplar Avenue – He inquired regarding an update on bridge strikes in the Township.

Jill Feninger, Askin Road – She spoke regarding the Township takeback of Askin Road.

4. Committee Reports

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

This item will be on the December 9th agenda.

- H. Resolution #2019-119 - Authorizing the Township Manager to execute all documents on behalf of Radnor Township related to the Pennsylvania Department of Transportation, Multimodal Transportation Fund to provide a \$3,000,000 grant for the Darby Paoli Multi Use Trail

Commissioner Nagle made a motion to approve, seconded by Commissioner Larkin. Motion passed 5-0 with Commissioners Booker and Abel absent.

- I. ~~Radnor TAP Trail – Discussion and Direction on West Wayne Avenue~~

Removed from Agenda

- J. ~~501 Shadeland Road – Waiver of §245-22.A(2)(c)[2] of the Stormwater Management Ordinance~~

- K. ~~100 Harvard Lane (Lot 48) – Waiver of §245-22.A(2)(c)[2] of the Stormwater Management Ordinance.~~

~~L. 816 Galer Drive – Waiver of §245 22.A(2)(c)[2] of the Stormwater Management Ordinance~~

Moved to the Consent Agenda

M. Resolution #2019-126 - 415 Maplewood Drive – Approval of Planning Module

Commissioner Nagle made a motion to approve, seconded by Commissioner Larkin. Motion passed 5-0 with Commissioners Booker and Abel absent.

N. Resolution #2019-111 - Authorizing Distribution of Funds From the Stormwater Fund
(Requested by Commissioner Larkin)

Commissioner Larkin made a motion to approve, seconded by Commissioner Nagle.

There was a brief discussion amongst the Commissioners and staff.

Commissioner Borowski called the vote, motion passed 5-0 with Commissioners Booker and Abel absent.

O. Ordinance #2019-12 – (Introduction) Adoption of the Final 2020 Comprehensive Budget by setting the Township Real Estate Tax Millage Rate and adopting appropriations for 2020

Commissioner Larkin made a motion to introduce, seconded by Commissioner Farhy.

Mr. Zienkowski and Mr. White opened the discussions with a few brief words and proposed a tax millage increase of 6%.

Public Comment

Leslie Morgan, Farm Road – She commented regarding the proposed budget and suggested to have another Township wide survey.

Commissioner Nagle made a motion to introduce the ordinance as amended to reflect the removal of the Fire Tax Levy line item and include it in the full Operating Budget and the total tax levy for 2020 would be 4.4082, seconded by Commissioner Larkin. Motion passed 5-0 with Commissioners Booker and Abel absent.

Commissioner Borowski called the vote on the original motion to introduce ordinance 2019-12 as amended. Motion passed 5-0 with Commissioners Booker and Abel absent.

P. Ordinance #2019-13 – (Introduction) Adoption of the 2020 Sanitary Sewer Rate

Commissioner Larkin made a motion to introduce ordinance 2019-13, seconded by Commissioner Clark. Motion passed 4-0 with Commissioner Nagle out of the room and Commissioners Booker and Abel absent.

Q. Ordinance #2019-14 – (Introduction) Adoption of the Consolidated Fee Schedule for the Township, Effective January 1, 2020

Commissioner Larkin made a motion to introduce ordinance 2019-13, seconded by Commissioner Farhy. Motion passed 5-0 with Commissioners Booker and Abel absent.

5. Reports of Standing Committees of the Board

Commissioner Borowski commented that Shade Tree Commission was able to plant 312 trees. She also reports that The Friends of the Memorial Library donated \$25,000 to the Library; also, don't forget to sign up for the Jingle Run on December 7th.

Commissioner Clark announced the gift drop off for the Santa Delivery this Saturday.

6. New Business

None

7. Old Business

None

8. Public Participation

Roberta Winters, Williams Road – Thanked the Board for a very transparent Budget process this year.

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

*Respectfully submitted,
Jennifer DeStefano*

PROPOSED MEETING DATES

Radnor Township 2020 MEETING DATES

<u>JANUARY</u>	
2	HARB
6	Board of Commissioners Organization
6	Board of Commissioners
7	Planning Commission - Tuesday
8	Design Review Board
9	Parks & Recreation Board
15	Citizens Communications Council
15	Shade Tree Commission
16	Zoning Hearing Board
21	Board of Health - Tuesday
23	Environmental Advisory Council
27	Board of Commissioners

<u>FEBRUARY</u>	
3	Planning Commission
5	HARB
10	Board of Commissioners
12	Design Review Board
13	Parks & Recreation Board
18	Board of Health - Tuesday
19	Shade Tree Commission
20	Zoning Hearing Board
24	Board of Commissioners
27	Environmental Advisory Council

<u>MARCH</u>	
2	Planning Commission
4	HARB
9	Board of Commissioners
11	Design Review Board
12	Parks & Recreation Board
16	Board of Health
18	Shade Tree Commission
19	Zoning Hearing Board
23	Board of Commissioners
26	Environmental Advisory Council

<u>APRIL</u>	
1	HARB
6	Planning Commission
8	Design Review Board
9	Parks & Recreation Board
13	Board of Commissioners
15	Citizens Communications Council
15	Shade Tree Commission
16	Zoning Hearing Board
20	Board of Health
22	CARFAC
23	Environmental Advisory Comm
27	Board of Commissioners

<u>MAY</u>	
4	Planning Commission
6	HARB
11	Board of Commissioners
13	Design Review Board
14	Parks & Recreation Board
18	Board of Health
18	Board of Commissioners
20	Shade Tree Commission
21	Zoning Hearing Board
28	Environmental Advisory Council

<u>JUNE</u>	
1	Planning Commission
3	HARB
8	Board of Commissioners
10	Design Review Board
11	Parks & Recreation Board
15	Board of Health
17	Shade Tree Commission
18	Zoning Hearing Board
22	Board of Commissioners
25	Environmental Advisory Council

<u>JULY</u>	
1	HARB
6	Planning Commission
8	Design Review Board
9	Parks & Recreation Board
13	Board of Commissioners
15	Citizens Communications Council
15	Shade Tree Commission
16	Zoning Hearing Board
22	CARFAC
23	Environmental Advisory Council

<u>AUGUST</u>	
3	Planning Commission
5	HARB
10	Board of Commissioners
12	Design Review Board
19	Shade Tree Commission
27	Environmental Advisory Council

<u>SEPTEMBER</u>	
2	HARB
8	Planning Commission - Tuesday
9	Design Review Board
10	Parks & Recreation Board
14	Board of Commissioners
16	Shade Tree Commission
17	Zoning Hearing Board
21	Board of Health
21	Board of Commissioners
24	Environmental Advisory Comm

<u>OCTOBER</u>	
7	HARB
5	Board of Commissioners
14	Design Review Board
8	Parks & Recreation Board
6	Planning Commission - Tuesday
21	Citizens Communication Council
14	CARFAC
21	Shade Tree Commission
15	Zoning Hearing Board
19	Board of Health
26	Board of Commissioners
22	Environmental Advisory Council

<u>NOVEMBER</u>	
2	Planning Commission
4	HARB
9	Board of Commissioners
11	Design Review Board
12	Parks & Recreation Board
16	Board of Health
18	Shade Tree Commission
19	Zoning Hearing Board
23	Board of Commissioners

<u>DECEMBER</u>	
2	HARB
7	Planning Commission
8	Parks & Recreation Board - Tuesday
9	Design Review Board
14	Board of Commissioners
15	Environmental Advisory Council - Tuesday
16	Shade Tree Commission
17	Zoning Hearing Board
21	Board of Health
21	Board of Commissioners

MEETING TIMES

5:30 PM

Board of Health

6:00 PM

Design Review Board

HARB

6:30 PM

Board of Commissioners

Citizens Communications Council (Quarterly)

Parks & Recreation Board

Shade Tree Commission

7:00 PM

Planning Commission

CARFAC (Quarterly)

Zoning Hearing Board

Environmental Advisory Council

7:30 PM

Board of Commissioners Reorganization meeting - January 6, 2020





2020 Radnor Township

Holiday Schedule

New Year's Day	Wednesday, January 1
Martin Luther King Jr. Day	Monday, January 20
President's Day	Monday, February 17
Good Friday	Friday, April 10
Memorial Day	Monday, May 25
Independence Day	Friday, July 3 (observed)
Labor Day	Monday, September 7
Thanksgiving Day	Thursday, November 26
Day After Thanksgiving	Friday, November 27
Christmas Eve (1/2 day)	Thursday, December 24
Christmas Day	Friday, December 25
New Year's Eve (1/2 day)	Thursday, December 31
New Year's Day 2021	Friday, January 1

RESOLUTION 2019-131

A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, ENGAGING E-COLLECT, LLC FOR ACT 511 DISCOVERY SERVICES

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 proceeds are critical to the Township's ability to provide for the programs and services offered to the stakeholders of Radnor Township as they account for approximately one-third of the General Fund revenues on an annual basis; and

WHEREAS, the Township has engaged a business tax solicitor and an auditor to assist in the administration, compliance and enforcement of Act 511 taxes; and

WHEREAS, the Township desires to supplement the administrative efforts in the enforcement of the Act 511 taxes by contracting for services to assist in the discovery of unregistered businesses in the Township and establish a working relationship with a professional firm specializing in providing such services; and

WHEREAS, the Board of Commissioners wishes to engage E-Collect LLC for their unique expertise in providing Act 511 Discovery services on a contingent fee arrangement.

NOW, THEREFORE, it is hereby **RESOLVED** by the Radnor Township Board of Commissioners to engage E-Collect LLC for Act 511 Discovery services and further agrees to pay for these services based on the agreed upon contingent fee arrangement as outlined in the contract between the parties.

SO RESOLVED, this 9th day of December, A.D., 2019

RADNOR TOWNSHIP

By:

Name: Lisa Borowski
Title: President

ATTEST: _____

Name: Robert A. Zienkowski
Title: Township Manager / Secretary

Radnor Township

PROPOSED LEGISLATION



DATE: December 3, 2019

TO: Board of Commissioners

FROM: William M. White, Assistant Township Manager & Director of Finance

A handwritten signature in black ink, appearing to read "W. White", is placed over the name "William M. White" in the "FROM:" line.

LEGISLATION: Resolution 2019-131 engaging E-Collect LLC for providing Act 511 Discovery services for the Radnor Township business tax compliance and enforcement program.

LEGISLATIVE HISTORY: To support the Administration's efforts in the compliance and enforcement of the Act 511 tax program, the Township has maintained ongoing contractual relationships with a business tax attorney and a certified public accountant specializing in the administration of Act 511 taxes. The work of the outside professionals continues to support Administration's efforts in the uniform application and collection of the taxes.

In 2013, the Township engaged MuniServices, LLC to provide Discovery services to further support the Administration's efforts with the Act 511 taxes. That contractual relationship has since expired and the Administration desires to engage E-Collect, LLC to provide the Discovery services.

PURPOSE AND EXPLANATION: The Finance Department is charged with the administration of the Act 511 tax program. At the center of our compliance and enforcement protocol is the fair application of the tax law to all qualifying business in the Township. In order to be fair, the law must be applied equally to all businesses; not just to those who follow the law by filing and paying accurately and timely. In so much as the Finance Department is limited with personnel resources to comprehensively research all businesses in the Township, having a contracted discovery firm helps fill the gap and find those businesses that are not in compliance. To that end, establishing and maintaining a working relationship with a firm specializing in Discovery services will serve to supplement the enforcement and audit efforts in the collection of the tax.

FISCAL IMPACT: E-Collect, LLC will contract with the Township on a contingent fee arrangement for which they will be compensated on a percentage of the tax revenues generated by "newly discovered and unregistered businesses" for which they identify and bring into compliance. This arrangement is exactly the same as the 2013 agreement with MuniServices, LLC.

RECOMMENDED ACTION: The Administration is recommending that the Board adopt Resolution 2019-xxx and engage E-Collect, LLC for Act 511 Discovery services.

RESOLUTION NO. 2019-132

**RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, ENACTING A FEE ON ALL
CREDIT CARD PURCHASES USED FOR REAL ESTATE
PAYMENTS**

WHEREAS, a growing number of Radnor Stakeholders have been requesting that the Township allow credit card payments for real estate tax; and

WHEREAS, the Township incurs certain charges on each credit card transaction it processes; and

WHEREAS, the volume of credit card transactions for non-real estate tax payments has increased such that it is becoming more difficult for these charges to be borne solely by the Township; and

WHEREAS, subject to the adoption of this Resolution, effective January 1, 2020, the Township will begin offering its residents the convenience of paying real estate tax via credit card; and

WHEREAS, the anticipated volume of credit card transactions for real estate tax payments suggests that it will not be feasible for these charges to be borne by solely by the Township.

NOW, THEREFORE, it is hereby **RESOLVED** by the Board of Commissioners of Radnor Township, as follows:

1. That a surcharge in an amount equal to the lesser of either 2.8% or the actual charges assessed to the Township by the credit card company shall be added to each credit card transaction for all real estate tax payments.
2. The Township will continue to allow other methods for real estate payments (such as check, cash, etc.) at no additional fee.
3. The Township shall post appropriate signage at all locations at which it accepts credit card payments for these types of transactions.
4. The surcharge shall not apply to debit card transactions.
5. The effective date of the surcharge shall be January 1, 2020 and will continue until such date that the fee is amended by the Board of Commissioners

SO RESOLVED this 9th day of December, 2019.

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Name: Robert A. Zienkowski
Title: Township Manager / Secretary

Radnor Township



PROPOSED LEGISLATION

DATE: December 3, 2019

TO: Board of Commissioners

FROM: William M. White, Assistant Township Manager & Director of Finance

A handwritten signature in black ink, appearing to read "W. White".

LEGISLATION: Resolution 2019-132 enacting a credit card fee on all purchases used for real estate payments, effective January 1, 2020.

LEGISLATIVE HISTORY: This is a new item with no specific legislative history. It is worth noting that the Township has been allowing credit card payments as an option for all of its departmental and utility payments for more than a decade. During that time, the Township has absorbed the cost of providing this option. Due to the cost to the Township, credit card payments have not been an option for real estate tax payments to-date.

PURPOSE AND EXPLANATION: A growing number of Radnor Stakeholders have requested to use credit cards to pay for their Real Estate Tax obligations. However, due to the cost to the Township, the Administration has not permitted credit cards as an option. As the Township offers more online payment options through the new Tyler ERP software, offering credit cards as a payment option seems appropriate. Before credit cards are added, however, the Administration is recommending that a fee be charged on all credit card transactions for real estate tax payments to help offset the fee being charged to the Township. It's important to note that the recommendation *does not* include adding the fee for all other credit card transactions; i.e. utilities, recreation, police (mostly parking), public works and other departmental transactions. For informational purposes only and to provide some frame of reference with regard to the magnitude of expense being incurred currently, the table below reflects the costs for credit card transaction fees:

Amount	2017	2018	2019	Grand Total
Community Development	\$ 4,525	\$ 7,886	\$ 8,341	\$ 20,752
Engineering	\$ 558	\$ 455	\$ 728	\$ 1,741
Finance	\$ 1,118	\$ 320	\$ 246	\$ 1,685
Police	\$ 42,837	\$ 44,917	\$ 44,582	\$ 132,336
PW Infrastructure		\$ 36		\$ 36
PW Solid Waste	\$ 2,095	\$ 1,709	\$ 1,691	\$ 5,494
RAC Sulpizio Gym	\$ 246	\$ 472	\$ 229	\$ 946
Recreation	\$ 6,389	\$ 6,767	\$ 7,047	\$ 20,203
Sanitary Sewer	\$ 19,098	\$ 20,505	\$ 10,204	\$ 49,806
Stormwater	\$ 4,988	\$ 5,829	\$ 2,323	\$ 13,140
Grand Total	\$ 81,853	\$ 88,896	\$ 75,390	\$ 246,139

Depending on a number of variables, Radnor is currently paying between 2.3% and 2.9% on each credit card transaction. The table below shows a projected credit card expense for real estate, using utility payments as the measuring source. As calculated, the expense to the Township is projected to be \$65,000 if credit cards are offered for Real Estate.

Revenue Type	Total Revenue	CC Portion	% of Revenue	CC Fee %	CC Fee \$
Sewer Rent	\$5,099,007	\$893,808	17.5%	2.29%	\$10,204
Stormwater	1,087,398	201,309	18.5%	2.90%	2,323
Real Estate (Projected)	13,166,806	2,225,190	17.0%	2.90%	64,435

PURPOSE AND EXPLANATION (continued)

In doing the research versus our neighbors, a phone interview with each of the following confirmed (we also contacted Upper Merion and Springfield, but never heard back, nor could find anything definitive on their website):

- **Tredyffrin** | Only Sewer & Real Estate are accepted online. Real Estate carries a fee of 2.45% or \$1.50 minimum. RE is the only thing they charge a fee on.
- **Haverford** | Accepts a variety of online payments. Sewer & Real Estate are the only that carry a fee of \$2.65% or \$3.00 minimum.
- **Lower Merion** | Accepts a variety of online payments. Sewer & Real Estate are the only that carry a fee of \$2.65% or \$1.50 minimum.

Finally, please note that credit card is an option for payment; not mandatory. The Township also accepts check, cash and coin (parking) at no additional fee.

FISCAL IMPACT: The Township will only begin accepting credit card payments if this resolution is adopted. As such, the fiscal impact is projected to be cost neutral, with almost all the new credit card fees being offset by the fee.

RECOMMENDED ACTION: The Administration is recommending that the Board adopt Resolution 2019-132 at the December 9, 2019 meeting (effective January 1, 2020).

RESOLUTION NO. 2019-129

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, AWARDING THE CONTRACT FOR 2020 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 \$125,585.40, and \$106,588.30

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 \$125,585.40 and \$106,588.30, 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 9th day of December, 2019, AD

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Robert A. Zienkowski
Manager/Secretary

Radnor Township

PROPOSED LEGISLATION

DATE: December 4, 2019

TO: Radnor Township Board of Commissioners

CC: Robert A. Zienkowski, Township Manager
William R. White, Finance Director/Assistant Township Manager
Melissa Conn, Sealed Bid Coordinator

FROM: Stephen McNelis, Director of Public Works

LEGISLATION: Resolution 2019:129 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 23, 2019, 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 \$1.7005 per gallon and diesel fuel price of \$1.9755 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 2020.

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 \$125,585.40 and \$106,588.30, for gasoline and diesel fuel, respectively.

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

PURCHASE OF GASOLINE AND DIESEL FUEL (CONTRACT #B-19-010)
Opened 10/31/2019 10:00 AM Eastern

Number	Type	Description	Unit Of Measure	Quantity	East River Energy			PAPCO, Inc.			petroleum traders corporation			Riggins Inc.		
					Unit	Extended	Comment	Unit	Extended	Comment	Unit	Extended	Comment	Unit	Extended	Comment
100	BASE	Gasoline Fuel - Benchmark Price (see Instruction to Bidders Section 5.5) NOTE: ALL BIDDERS SHALL INCLUDE \$1.7005 FOR THIS LINE ITEM.	Gallon	74000	0.0000	0.0000	No bid due to Branded Only requirement.	1.7005	125,837.00	OPIS Weekly 5 Day 10/14/19	1.7005	125,837.00		1.7005	125,837.00	
101	BASE	Gasoline Fuel - Price Differential	Gallon	74000	0.0000	0.00	No bid due to Branded Only requirement.	-0.0096	-710.40	Negative (0.0096)	-0.0034	-251.60	Negative margin	0.0090	666.00	
200	BASE	Diesel Fuel - Benchmark Price (see Instruction to Bidders Section 5.5) NOTE: ALL BIDDERS SHALL INCLUDE \$1.9755 FOR THIS LINE ITEM.	Gallon	53000	1.9755	104,701.50		1.9755	104,701.50	Opis Weekly 5 Day 10/14/19	1.9755	104,701.50		1.9755	104,701.50	
201	BASE	Diesel Fuel - Price Differential	Gallon	53000	0.0698	3,699.40		0.0268	1,420.40		0.0356	1,886.80		0.0290	1,537.00	
		BASE TOTAL				108,400.90			231,248.50			232,173.70			232,741.50	
300	ADD	Winterizing Additive	Gallon	1	0.0500	0.05		0.0400	0.04		0.0400	0.04		0.0200	0.02	

East River Energy			PAPCO, Inc.			petroleum traders corporation			Riggins Inc.		
10/30/2019, Addendum #1			None			October 30, 2019 - Addendum #1			#1, 10/30/19		
Yes			Yes			Yes			Yes		
Yes			Yes			Yes			Yes		
Yes			Yes			Yes			Yes		
Yes			Yes			Yes			Yes		
Bulletins Acknowledgement page submitted on PennBid. Bidder did not acknowledge Addendum #1 issued on 10/30/2019. *			Yes			Yes			Yes		

* Addendum No. 1 was sent via PennBid on 10/30/2019 at 11:46:42AM

Radnor Township

PROPOSED MOTION

DATE: December 9, 2019

TO: Radnor Township Board of Commissioners

CC: Robert A. Zienkowski, Township Manager
William R. White, Assistant Township Manager/Finance Director

FROM: Stephen McNelis, Director of Public Works

MOTION: Authorizing the Public Works Department to Receive Sealed Bids for the 2020 Superpave Project

LEGISLATIVE HISTORY: The Township annually solicits bids for the resurfacing program.

PURPOSE AND EXPLANATION: The project entails milling the existing surface of the street to maintain curb reveal and remove oxidized asphalt, repairing any areas that are deteriorated by base repair (if needed), leveling course (if needed), and the installation of 1.5" of compacted 9.5 mm Superpave wearing course. Also included is the replacement of existing speed humps, pavement markings, and loop detectors. Roads are chosen for consideration based on the following criteria: alligatoring, oxidation, rutting, deformation, utility cuts, general condition, and use.

IMPLEMENTATION SCHEDULE: If approved by the Board of Commissioners, the project will be bid as soon as possible, with a proposed completion date of August 31, 2020.

FISCAL IMPACT: Funding for this project is provided in the Liquid Fuels Account, #03-439-4880. The budgeted amount is \$1,300,000.

RECOMMENDED ACTION: I respectfully request the Board of Commissioners authorize the Public Works Department to receive sealed bids for the 2020 Superpave Resurfacing Program.

CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board
Radnor Township, Pennsylvania



NAME OF OWNER: CHARLTON DAVID S & DIANE E
OWNER ADDRESS: 309 S WAYNE AVE, WAYNE, PA 19087
ADDRESS OF PROPERTY: 309 S WAYNE AV , WAYNE PA 19087
APPLICATION NUMBER: HARB-2019-17

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

Partially demo existing garage; re-build converting the existing 1 ½ car garage into a 3 car garage with storage space 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: Monday, December 09, 2019

TOWNSHIP OFFICIAL

ACCEPTED BY APPLICANT

Recognition of Outgoing
Commissioners – John
Nagle/Luke Clark

Recognition of Kirstin
Brown – 15 Years of
Service to the Radnor
Township Recreation &
Community Programming
Department

Public Participation -
*Individual comment shall be
limited to not more than five (5)
minutes per Board policy*

RESOLUTION No. 2019-133

**A RESOLUTION OF RADNOR TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA, SEEKING
VOLUNTARY CONTRIBUTIONS TO NECESSARY TOWNSHIP SERVICES**

WHEREAS, recent increases in the cost of necessary Township services, including fire and ambulance services, have required increases in the property millage owed by all tax-paying residents and property-owners in Radnor Township; and

WHEREAS, Villanova University is, for now, a tax-exempt property owner within Radnor Township and therefore does not pay taxes consistent with the value of the real property owned by that institution; and

WHEREAS, Villanova University's laudable successes have fueled growth that now calls into question whether certain aspects of its multifaceted operations truly advance a charitable purpose, relieve the government of some of its burden, and operate entirely free from private profit motive.

NOW, THEREFORE, be it **RESOLVED** by the Board of Commissioners of Radnor Township, that the Township calls upon Villanova University to make an annual voluntary contribution to Radnor Township designated for emergency service in the amount of \$250,000, representing the 2020 increase in cost for EMS and fire services. The Township Manager shall be authorized to take all necessary steps and sign all necessary agreements to implement this Resolution.

SO RESOLVED this ____ day of December, A.D. 2019.

RADNOR TOWNSHIP

By: _____
Lisa Borowski
President

Attest: _____
Robert A. Zienkowski
Manager/Secretary

Mark S. Danek, Esquire
Attorney I.D. No. 84825
The Danek Law Firm, LLC
1255 Drummers Lane, Suite 105
Wayne, PA 19087
Tel.: (484) 344-5429
msd@daneklawfirm.com

Attorney for Appellant

John B. Rice, Esquire
Grim, Biehn & Thatcher, P.C.
104 S. 6th Street,
P.O. Box 215
Perkasie, PA 18944
Tel.: (215) 257-6811
jrice@grimlaw.com

Attorney for Intervenor, Radnor Township

DJB Properties, LLC	IN THE COURT OF COMMON PLEAS OF DELAWARE COUNTY, PENNSYLVANIA
Appellant,	No. CV-2019-008471
v.	
Zoning Hearing Board of Radnor Township	LAND USE APPEAL
and	
Radnor Township	
Intervenor	
Parcel ID: 36-07-04610-00	

SETTLEMENT STIPULATION

THIS SETTLEMENT STIPULATION ("Stipulation") is made this ____ day of December 2019, by and among DJB PROPERTIES, LLC. ("DJB"), a Pennsylvania Limited Liability Company with an operating address of P.O. Box 988, Conshohocken, PA 19428 and

owned by owned by David Brosso and TOWNSHIP OF RADNOR (the "Township") located at 301 Iven Avenue, Radnor, PA 19087 (each a "Party", collectively the "Parties").

BACKGROUND

A. DJB is the owner of the Property located at 131-133 Garrett Avenue in the Township.

B. The Property is zoned for residential uses and consists of one lot (Tax Parcel ID No. 36-07-04610-00).

C. On April 11, 2016, DJB received Preliminary/Final Land Development approval for a development project located at 131-133 Garrett Avenue, in the Township of Radnor, consisting of two attached twin dwelling units. ("Land Development Approval"). The approved plan is recorded at Plan Book 41, Page 410, at the Delaware County Recorder of Deeds Office.

D. The approval was based upon a plan set prepared by Joseph M. Estock, consisting of six (6) sheets, dated April 27, 2015, last revised on February 5, 2016 (the "2016 Plan Set"). The Plan Set sheet entitled "Site Plan" included a table of zoning requirements. The Site Plan as approved listed the proposed height of the proposed twin dwellings as no more than 30 feet as required by the Garrett Hill Neighborhood (GH-N) zoning district.

E. Pursuant to this approval, DJB then contracted with Luce Architects ("Luce") to prepare the land development drawings (the "2018 Land Development Set"). Included within the 2018 Land Development Set were a series of documents prepared to secure the necessary building and zoning approvals/permits so that DJB could break ground on the Project.

F. After issuance of the building permits by the Township, during November/December of 2018, DJB broke ground on the construction of the Project. During this

time-frame, DJB expended substantial sums by mid-January 2019 for construction and site work all being executed pursuant to the approved 2018 Land Development Set.

G. Once the site work was completed, DJB's contractors then began vertical construction of the Project. By the end of February 2019, DJB spent additional substantial sums on construction work all based upon the approved 2018 Land Development Set and the issuance of building permits by the Township.

H. By April of 2019, the roof for the Project was completed and rough mechanicals were installed. As-built, the Project would exceed the 30-foot height restriction of Section § 49.6.A(2)(a)(1) of the Township Zoning Ordinance.

I. On April 23, 2019, the Township issued an email to DJB attaching a report from Yerkes Engineers indicating that (i) the height of the structures exceeds the height regulation for the GH-N zoning district, and (ii) the Project exceeds the impervious coverage for the lot exceeded the applicable Code regulation. The Township further requested that "all work must cease until a plan of action" is submitted to the Township (the "April 23 C&D Notice").

J. Even though the April 23 C&D Notice was not a formal notice of violation DJB halted work on the Project to determine the next steps forward with the project.

K. Subsequent to the April 23 C & D Notice, the parties met to discuss a resolution of the height discrepancy. On May 29, 2019, the Township rejected DJB's proposal to lower the roof height.

L. The Township then issued its Zoning Enforcement Notice on June 6, 2019 (the "MPC Notice"). The sole issue raised in the MPC Notice was the Project's perceived violation of § 49.6.A(2)(a)(1) with respect to maximum building height of thirty feet (30') or less.

M. DJB timely appealed the enforcement notice to the Zoning Hearing Board, which held a hearing on August 28, 2019.

N. On September 19, 2019, the Zoning Hearing Board issued its Order denying DJB's Appeal and Application.

O. On October 10, 2019, DJB filed its appeal to this Court requesting that it reverse the Zoning Hearing Board's September 19, 2019 decision and the Township filed its notice of intervention pursuant to the Pa. Municipalities Code.

P. The parties have reached a resolution settling this Zoning Appeal subject to the terms and conditions set forth below.

NOW THEREFORE, in consideration of the foregoing promises, the mutual covenants contained herein and the following terms and conditions, the Parties, intending to be legally bound, agree as follows:

1. Background. The foregoing Background is incorporated by reference as if fully set forth herein at length.

2. Court Approval. Immediately after the Parties have executed this Stipulation, the Parties shall file a Joint Motion in the above-captioned Land Use Appeal seeking Court approval of this Stipulation and an Order approving this stipulation and agreement of the Parties. Counsel for DJB shall prepare and file the Joint Motion. The Joint Motion and Court Order approving this Stipulation shall settle the Land Use Appeal.

3. Terms and Conditions. The parties agree as follows: (i) The dormer and roof remain as built; (ii) The Township withdraws its enforcement action within seven (7) days of signing this Stipulation; (iii) Within seven days of Court approval, DJB Properties pays ten thousand dollars (\$10,000.00) to the Township designated for improvements to the Garrett Hill

neighborhood; and (iv) a General Release of all claims by all Parties shall be contemporaneously executed (attached hereto as Exhibit 1).

4. Miscellaneous.

a. Binding Effect. This Stipulation shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

b. Specific Performance and Enforcement of Settlement Stipulation. The Parties agree that, in addition to all remedies at law or equity, any Party may petition the Delaware County Court of Common Pleas for specific performance and/or enforcement of this Stipulation without having to exhaust administrative remedies. The Parties further agree that the Court may retain jurisdiction for purposes of enforcing the terms of this Stipulation. The Parties hereto understand and agree that any violation of the terms of this Stipulation (after receipt of written notice and 30 days opportunity to cure or to take commercially reasonable steps to cure) may be enjoined or enforced by any legal or equitable means available, specifically including a Petition for Contempt under the above-captioned action and case number. The prevailing Party in any enforcement action shall be entitled to receive reimbursement of costs and all reasonable attorneys' fees actually incurred, from the non-prevailing Party.

c. Entire Agreement. This Stipulation shall constitute the entire agreement and understanding among the Parties and shall supersede all prior negotiations, understandings and other agreements of any nature whatsoever with respect to the subject matter hereof.

d. Amendment. This Stipulation may only be amended upon the written consent of the Parties.

e. No Waiver. No waiver or discharge of any provision of this Stipulation shall be effective against any party unless that party shall have consented thereto in writing.

f. Assignment. This Stipulation may not be assigned unless the assignee or successor assumes and accepts in writing all of the obligations under this Settlement.

g. Governing Law. This Stipulation shall be interpreted and construed in accordance with the laws of the Commonwealth of Pennsylvania.

h. Notices. All notices or other communications required or permitted to be given under the terms of this Stipulation shall be in writing and shall be sent by certified mail, postage pre-paid or by private carrier guarantying next day delivery, to the addresses listed in the preamble above.

i. Release. DJB and its owners shall release the resident Zoning Hearing Board Intervenors, including the Garrett Hill Coalition and the Garrett Hill Community Enhancement Trust from any and all claims it may have or claim arising out of DJB's appeal of the Township's enforcement notice to the Radnor Township Zoning Hearing Board.

j. Counterparts. This Stipulation may be executed in multiple counterparts such that all counterparts together shall create a fully executed and complete Stipulation.

IN WITNESS WHEREOF, the Parties hereto have executed this Settlement Stipulation
as of the day and year first above written.

Witness/Attest

DJB Properties, LLC

David Brosso for
DJB Properties, LLC

Witness/Attest

Township of Radnor

John B. Rice, Solicitor for
Township of Radnor

EXHIBIT 1
GENERAL RELEASE

GENERAL MUTUAL RELEASE

KNOW ALL MEN BY THESE PRESENTS that I, **DAVID BROSSO on behalf of DJB PROPERTIES, LLC**, and intending to be legally bound, for and in the consideration of the sum of **TEN THOUSAND, DOLLARS (\$10,00.00)** (the “Settlement Payment”), paid to the **TOWNSHIP OF RADNOR** (together with DJB Properties, LLC, the “Parties”) (receipt of payment of which is hereby acknowledged) pursuant to the Settlement Stipulation dated December _____, 2019 (the “Effective Date”).

Upon delivery of this fully executed General Mutual Release together with the complete Settlement Payment (the “Settlement Agreement”) the Parties each release, and acquit, and by these presents hereby release, discharge and acquit each other, and each of their respective predecessors, affiliates, parents, relations, successors and subsidiaries, companies, and their respective employees, directors, shareholders, attorneys, representatives, insurers, and their other related entities, and their legal representatives, of and from any and all claims, liabilities, rights, demands, damages, losses, costs, expenses, actions or causes of action, of whatsoever kind or nature, whether known or unknown, liquidated or contingent, foreseen or unforeseen, which the Parties now have, ever had, or may at any time hereafter have, arising out of, or related in any way to the incidents and occurrences relating to and/or arising out of Township’s Enforcement Notice dated June 6, 2019 (the “Zoning Enforcement Notice”), including but not limited to claims which were or could have been raised in the matter of *DJB Properties, LLC v. Township of Radnor, Zoning Hearing Board of Radnor Township, et al.* filed in the Delaware County Court of Common Pleas, No. CV-2019-008471, against said Township of Radnor.¹

¹ Nothing contained herein is intended by DJB Properties, LLC to waive any claims or disputes that it may have with respect to any invoices for professional services as they relate to the Land Development Approval and/or DJB’s request for a refund of his escrow deposit. DJB just received copies of invoices and has not yet had a chance to thoroughly review them.

The Parties hereby acknowledge and agree that the Release set forth hereinabove is a general release, and further expressly waives and assumes the risk of any and all claims for damages which the Parties do not know of or suspect to exist, whether through ignorance, oversight, error, negligence, or otherwise, and which, if known, would materially affect his decision to enter into this Release. The Parties further agree that they have accepted payment of the sums specified herein and withdrawn the Zoning Enforcement Notice as a complete compromise of all matters involving disputed issues of law and fact, and he fully assumes the risk that the facts or the law may be otherwise than he believes.

The Parties represent and warrant that no other person or entity has or has had any interest in the claims, demands, obligations, or causes of action referred to in this Release; that they have the sole and exclusive right to receive the sums specified in it and withdraw the Zoning Enforcement Notice; and, that the Parties have not sold, assigned, transferred, conveyed, or otherwise disposed of any of the claims, demands, obligations, or causes of action referred to in this Release. In the alternative, if any person or entity asserted a lien interest in any claim or any portion of any claim of the Parties as of the date of these presents, the Parties then warrant that they reached an agreement to settle or compromise that lien interest out of the proceeds of this settlement and/or withdrawal of the Zoning Enforcement Notice.

The Parties further agree that all claims past, present or future are disputed, and that this full and final settlement thereof shall never be treated as evidence of liability, nor as an admission of liability or responsibility at any time or in any manner whatsoever.

This Release shall in all respects be interpreted, enforced, and governed under the laws of the Commonwealth of Pennsylvania.

No amendment, modification, addendum or revision of this Release shall be valid unless it is in writing and signed by the parties to be bound, in which event there need be no legal consideration therefor.

No waiver or indulgence of any breach or series of breaches of this Release shall be deemed or construed as a waiver of any other breach of the same or any other provision hereof or affect the enforceability of any part or all of this Release, and no waiver shall be valid unless executed in writing by the waiving party.

This Release was jointly drafted by the parties and the language of all parts of this Release shall be construed as a whole according to their meaning and not strictly for or against any of the parties.

If any provision of this Release is held to be illegal, invalid or unenforceable under present or future laws, such provision shall be fully severable, and this Release shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part hereof. The remaining provisions of this Release shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Release.

Each party hereto shall bear all attorneys' fees and costs arising from their actions or the actions of their counsel in connection with the Zoning Enforcement Notice and subsequent appeal to the Zoning Hearing Board and the Court of Common Pleas of Delaware County, this Release and the matters and documents referred to herein and all related matters.

This Release contains the entire agreement between the parties hereto, and the terms of this Release are contractual and not a mere recital. In entering into this Release, the Parties represent that the terms of this agreement have been completely read and understood and voluntarily accepted by them for the purpose of making a full and final compromise adjustment and settlement of any and all claims, disputed or otherwise, on account of the injuries and damages above mentioned, and for the express purpose of precluding forever any further or additional claims arising out of the aforesaid accident. The Parties hereby accept draft or drafts as final payment of the consideration set forth above. The Parties further state that they have carefully read the foregoing Release and know the contents thereof and they are signing this Release as their own free act and deed intending to be legally bound hereby.

This Mutual Release may be executed in multiple counterparts such that all counterparts together shall create a fully executed and complete Mutual Release.

* * *

IN WITNESS WHEREOF, I have hereunto set my hand and seal this ____ day of December, 2019.

**** CAUTION - READ BEFORE SIGNING * * ***

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF

Dated: _____

DAVID BROSSO
For DJB Properties, LLC

WITNESS

Sworn and subscribed to
before me this day of
 , 2019.

Dated: _____

John B. Rice, Solicitor for
Township of Radnor

WITNESS

Sworn and subscribed to
before me this day of
 , 2019.

**ORDINANCE NO. 2019-12
FISCAL YEAR 2020 TAX LEVY**

**AN ORDINANCE OF THE TOWNSHIP OF RADNOR, DELAWARE COUNTY,
COMMONWEALTH OF PENNSYLVANIA, ADOPTING A FINAL
COMPREHENSIVE BUDGET FOR FISCAL YEAR 2020, AND ESTABLISHING
THE TOWNSHIP MILLAGE RATE**

The Board of Commissioners of Radnor Township, Delaware County, Pennsylvania, hereby ENACTS and ORDAINS, as follows:

Section 1. That the Final 2020 Budget, referenced as the Board Approved Comprehensive Budget (version 2) attached hereto and incorporated herein, dated December 9, 2019, is hereby adopted setting forth all proposed revenues and appropriations for all Township funds for fiscal year 2020.

Section 2. The total tax millage rate for 2020 shall be 4.4082 mills and is allocated as follows:

Township Operational / Capital tax levy	4.2365 mills
Debt Service tax levy	0.1717 mills (established in 2016)
Total tax levy 2020	4.4082 mills

Section 4. That all other permit, service and user fees for fiscal year 2020 shall be set by Ordinance 2019-14 and shall be subject to further amendment by the Board of Commissioners.

Section 5. Repealer. All ordinance or parts of ordinances which are inconsistent herewith are hereby repealed.

Section 6. Severability. If any section, paragraph, sub-section, clause or provision of this Ordinance shall be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part thereof other than that portion specifically declared invalid.

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

ENACTED AND ORDAINED this 9th day of December, 2019

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Name: Robert A. Zienkowski
Title: Township Manager / Secretary

BUDGET PLACEHOLDER

The 2020 Budget is available on the Township's website. Please visit www.radnor.com and look for the 2020 Budget on the Finance Department's pages.

**ORDINANCE NO. 2019-13
FISCAL YEAR 2020 SEWER RENT RATE**

**AN ORDINANCE OF THE TOWNSHIP OF RADNOR, DELAWARE COUNTY,
COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING THE TOWNSHIP
SANITARY SEWER RENT FOR 2020**

The Board of Commissioners of Radnor Township, Delaware County, Pennsylvania, hereby ENACTS and ORDAINS, as follows:

Section 1. That the Final 2020 Budget, referenced as the Board Approved Comprehensive Budget (version 1) incorporated in Ordinance 2019-12, dated November 25, 2019, sets forth all proposed revenues and appropriations for all Township funds for fiscal year 2020.

Section 2. The Sanitary Sewer Fund (#002) revenues included in the Final 2020 Budget are estimated based on the billing and collection of a sanitary sewer user fee calculated as a rate times water consumption, provided by Aqua, PA annually.

Section 3. The annual sewer service charges for all real property within the Township shall be set at the amount of \$7.85 per 1,000 gallons of water used in the year 2019 as certified by Aqua.

Section 4. Repealer. All ordinance or parts of ordinances which are inconsistent herewith are hereby repealed.

Section 5. Severability. If any section, paragraph, sub-section, clause or provision of this Ordinance shall be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part thereof other than that portion specifically declared invalid.

Section 6. Effective Date. This Ordinance shall become effective in accordance with the Radnor Township Home Rule Charter.

ENACTED AND ORDAINED this 9th day of December, 2019

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Name: Robert A. Zienkowski
Title: Township Manager / Secretary

ORDINANCE NO. 2019-14

**AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, AMENDING CHAPTER 162 BY ADOPTING THE
CONSOLIDATED FEE SCHEDULE FOR CALENDAR YEAR 2020 AND
AMENDING SECTION 270-38**

Section 1. The Township of Radnor incurs costs and expenses in processing various permits and licenses through its various departments.

Section 2. Section §270-38, “Parking violations and penalties” will be removed in its entirety and be replaced as follows:

- A. Any person who violates any provision of this article shall, upon conviction, be sentenced to pay a fine of not more than that specified for violation in the most current Consolidated Fee Schedule, as enacted and ordained by the Radnor Township Board of Commissioners.

Section 3. The Pennsylvania Municipalities Planning Code authorizes reasonable and necessary charges by the Township’s professional consultants based upon its schedule established by ordinance or resolution.

NOW, THEREFORE, it is hereby **ENACTED** and **ORDAINED** that the Board of Commissioners of Radnor Township hereby adopts the attached 2020 Consolidated Fee Schedule effective January 1, 2020, that Section §270-38, “Parking violations and penalties” be updated as described herein, and all ordinances or resolutions which are inconsistent are hereby repealed.

BE IT FURTHER ENACTED and **ORDAINED** that any revisions to the 2020 Consolidated Fee Schedule may be amended or revised by subsequent resolution of the Board of Commissioners.

ENACTED AND ORDAINED this 9th day of December, A.D., 2019.

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Name: Robert A. Zienkowski,
Title: Township Manager / Secretary

Radnor Township

PROPOSED LEGISLATION



DATE: November 20, 2018

TO: Board of Commissioners

FROM: William White, Assistant Township Manager and Finance Director

A handwritten signature in black ink, appearing to read "William White", is placed over the text of the "FROM:" line.

LEGISLATION: Ordinance 2019-14 Adopting the Consolidated Fee Schedule (Chapter §162) for 2020

LEGISLATIVE HISTORY: Chapter §162 requires the Township to adopt a consolidated fee schedule. The last Fee Schedule Ordinance was adopted in December 2018, effective January 1, 2019. This Ordinance will replace the existing fee schedule in its entirety, effective January 1, 2020.

PURPOSE AND EXPLANATION: This Ordinance will replace the existing fee schedule in its entirety upon adoption, with the following highlights:

1. The Fee Schedule is not directly linked to the 2020 budget. The Ordinances will be considered at the same time, but that is more of a function of the calendar than any connection between the two processes.
2. Fee changes are highlighted in yellow and noted in each of the sections of the Fee Schedule under "Fee Change Narrative"
3. At the Solicitor's direction, to help simplify the parking related costs and fees, this ordinance will update Section §270, Article III, Chapter 38, "Parking Violations and Penalties" by removing the detail from the Code and including these related violations and penalties in the Fee Schedule exclusively. If adopted as proposed, code section §270-38 will simply refer to the Consolidated Fee Schedule.

FISCAL IMPACT: There is no direct fiscal impact in passing this fee schedule.

RECOMMENDED ACTION: The Administration respectfully recommends that the Board introduce Ordinance 2019-14 at the November 25 meeting, with an anticipated adoption at the December 9 meeting, making the replacement Consolidated Fee Schedule effective January 1, 2020.

2020 CONSOLIDATED FEE SCHEDULE



Introduced | November 25, 2019
Adopt | December 9, 2019

Amendments:

1. n/a

RADNOR TOWNSHIP, PA 301 Iven Ave, Wayne, PA 19087

Radnor Township, PA
2020 Consolidated Fee Schedule – Chapter 162 Fees
Ordinance 2019-14 | December 9, 2019
Effective January 1, 2020

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Radnor Township, PA
2020 Consolidated Fee Schedule – Chapter 162 Fees
Ordinance 2019-14 | December 9, 2019
Effective January 1, 2020

Fee Description	2019	2020
Community Development Department		
Chapter 120 Bathing Places		
License Fees – Swimming Pool (outdoor)	\$300.00 per pool	\$300.00 per pool
License Fees – Swimming Pool (indoor)	\$350.00 per pool	\$350.00 per pool
License Fees – Spa	\$250.00 per pool	\$250.00 per pool
License Fees – Wading	\$200.00 per pool	\$200.00 per pool
Chapter 125 Building Construction		
General Contractor's License (annual)	\$50.00	\$50.00
RESIDENTIAL		
New one and two-family dwelling	\$20.00 / \$1,000.00	\$20.00 / \$1,000.00
Additions, alterations, repairs, demolition, etc.	\$20.00 / \$1,000.00	\$20.00 / \$1,000.00
COMMERCIAL - Commercial, institution, public land use, recreation, multi-family		
New buildings and fire suppression systems	\$30.00 / \$1,000 up to \$50,000 \$20.00 / \$1,000 for each additional 1,000	\$30.00 / \$1,000 up to \$50,000 \$20.00 / \$1,000 for each additional 1,000
Additions, alterations, repairs, demolition, to existing buildings and fire suppression systems	\$50.00 / first \$1,000, \$25.00 / \$1,000 for each additional \$1,000	\$50.00 / first \$1,000, \$25.00 / \$1,000 for each additional \$1,000
Signs, to include: window, awning, wall, marquee, freestanding (new or replacement)	\$20.00 / \$1,000.00	\$20.00 / \$1,000.00
Certificate of Occupancy – Residential (new)	\$50.00	\$50.00
Certificate of Occupancy – Non-Residential (new)	\$100.00	\$100.00
Zoning Permit – Fences, Accessory Structures less than 200 sq.ft., Agricultural Buildings, Propane Tanks	\$75.00	\$75.00
Home Occupation – Traffic	\$150.00	\$150.00
Home Occupation – Non-Traffic	\$100.00	\$100.00
Zoning Compliance	\$100.00	\$100.00

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Fee Description	2019	2020
Chapter 150 Design and Review Board		
Permit for Temporary banner (max 30 days)	\$50.00	\$50.00
DRB Application Fees for signs	\$100.00	\$100.00
DRB Application Fees for telecommunication antennas	\$200.00	\$200.00
DRB Application Fees for façade change	\$100.00	\$100.00
DRB Application Fee for new building	\$200.00	\$200.00
DRB Application Fees for building additions and accessory structures	\$200.00	\$200.00
DRB Application Fees for Outdoor Dining application (furnishings and accessories)	\$100.00	\$100.00
Fee Change Narrative: n/a		
Chapter 156 Electrical		
Electrician's License (annual)	\$50.00	\$50.00
Electrical Inspection Agency License	\$100.00	\$100.00
Electrical Permit Fee	\$20.00 / \$1,000 or fraction thereof	\$20.00 / \$1,000 or fraction thereof
Low voltage / voice data / alarm	\$20.00 / \$1,000 or fraction thereof	\$20.00 / \$1,000 or fraction thereof
Wind / solar electric	\$20.00 / \$1,000 or fraction thereof	\$20.00 / \$1,000 or fraction thereof
Plan review – 3 rd Party Contract Fee	\$75.00 / hour	\$75.00 / hour
Chapter 166 Fire Prevention		
Bon Fire Permit - For institutional use only (each permit)	\$100.00	\$100.00
Fireworks Permit	\$500.00	\$500.00
Blasting Permit – Residential	\$150.00	\$150.00
Blasting Permit – Non-Residential	\$150.00	\$150.00
Fire Marshall Report - Residential	\$50.00	\$50.00
Fire Marshall Report – Non-Residential	\$100.00	\$100.00
Storage Tanks – Repairs and alterations	\$50.00 / tank	\$50.00 / tank
Storage Tanks – Abandonment or Removal	\$200.00 / tank	\$200.00 / tank
Storage Tanks – Installation	\$200.00 / tank	\$200.00 / tank
Fee Change Narrative: n/a		

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Fee Description	2019	2020
Chapter 170 Food Establishment Fees		
Indoor Dining:		
License and Inspection Fee for seats: 0-30 seats	\$200.00	\$200.00
License and Inspection Fee for seats: 31-70 seats	\$250.00	\$250.00
License and Inspection Fee for seats: 71-110 seats	\$350.00	\$350.00
License and Inspection Fee for seats: 111-150 seats	\$425.00	\$425.00
License and Inspection Fee for seats: 151-190 seats	\$475.00	\$475.00
License and Inspection Fee for seats: 191-230 seats	\$525.00	\$525.00
License and Inspection Fee for seats: 231-300 seats	\$625.00	\$625.00
License and Inspection Fee for seats: 301 seats and over	\$725.00	\$725.00
License and Inspection Fee for floor area (sq ft): 0-1,500	\$150.00	\$150.00
License and Inspection Fee for floor area (sq ft): 1,501 – 2,500	\$200.00	\$200.00
License and Inspection Fee for floor area (sq ft): 2,501 – 5,000	\$275.00	\$275.00
License and Inspection Fee for floor area (sq ft): 5,001 – 7,500	\$350.00	\$350.00
License and Inspection Fee for floor area (sq ft): 7,501 – 10,000	\$450.00	\$450.00
License and Inspection Fee for floor area (sq ft): 10,001 – 15,000	\$575.00	\$575.00
License and Inspection Fee for floor area (sq ft): 15,000 and over	\$725.00	\$725.00
License Fee for selling ice cream from a motor vehicle (excludes vendors requiring Department of Agriculture approval)	\$100.00	\$100.00
Food Vendor (mobile and vendors requiring Department of Agriculture approval)	\$200.00	\$200.00
Temporary Food Establishment	\$125.00	\$125.00
Special Event Sponsor Fee	\$250.00	\$250.00
Plan Review – Food Establishment	\$150.00 / initial review	\$150.00 / initial review
Plan Review – Resubmitting Plans	\$75.00	\$75.00
Re-inspection for a failed inspection	50% of initial fee	50% of initial fee
Annual Outdoor Dining Renewal	\$150.00	\$150.00
Indoor Dining Application Renewal Late Fee	75% of license fee	75% of license fee
Outdoor Dining Application Renewal Late Fee	\$70.00	\$70.00

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Fee Description	2019	2020
Chapter 178 Historical and Architectural Review Board (“HARB”)		
Application to HARB	\$50.00	\$50.00
Chapter 195 Mechanical		
HVAC License Annual (air cond., heating & refrig., mchs.)	\$50.00	\$50.00
RESIDENTIAL – one and two-family		
Geothermal / HVAC systems	\$100.00	\$100.00
Replace, modify or relocate duct work	\$50.00	\$50.00
Water Well or Non-Potable Water, Irrigation	\$100.00	\$100.00
Solar Mechanical/Plumbing	\$150.00	\$150.00
Add, modify or extend radiant/baseboard or other hydro-mechanical systems	\$50.00	\$50.00
New or replacement central heating systems	\$15.00 first 10,000 BTUs, \$5.00 each additional 10,000 BTU's	\$15.00 first 10,000 BTUs, \$5.00 each additional 10,000 BTU's
New or replacement air cond. central systems	\$100.00	\$100.00
New or replacement heat pump	\$100.00	\$100.00
All well driven or mechanical water supply systems for geothermal HVAC systems	\$100.00	\$100.00
Solar Mechanical / Plumbing	\$150.00	\$150.00
COMMERCIAL - Commercial, institution, public land use, recreation, multi-family		
Geothermal/HVAC system wells: 0-10 wells	\$200.00	\$200.00
Geothermal/HVAC system wells: 11-30 wells	\$350.00	\$350.00
Geothermal/HVAC system wells: 31 or more	\$500.00	\$500.00
New or replacement central heating system (regardless of fuel source, including duct work)	\$30.00 for 10,000 BTUs, \$10.00 each additional 10,000 BTU's (fee capped at 1,000,000 BTU's)	\$30.00 for 10,000 BTUs, \$10.00 each additional 10,000 BTU's (fee capped at 1,000,000 BTU's)

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Fee Description	2019	2020
New or replacement air cond. systems incl. duct work	\$30.00 for 10,000 BTUs, \$10.00 each additional 10,000 BTU's (fee capped at 1,000,000 BTU's)	\$30.00 for 10,000 BTUs, \$10.00 each additional 10,000 BTU's (fee capped at 1,000,000 BTU's)
New or replacement heat pump incl. duct work	\$30.00 for 10,000 BTUs, \$10.00 each additional 10,000 BTU's	\$30.00 for 10,000 BTUs, \$10.00 each additional 10,000 BTU's
Replace, modify or relocate duct work	\$20.00 for each \$1,000, or portion of cost	\$20.00 for each \$1,000, or portion of cost
Refrigeration units (incl. walk in boxes, other units with remote compressors)	\$20.00 first ton or portion thereof, \$10.00 each additional ton, or portion thereof	\$20.00 first ton or portion thereof, \$10.00 each additional ton, or portion thereof
Solar Mechanical/Plumbing	\$175.00	\$175.00
Water Wells or Non-Potable Water Wells	\$100.00	\$100.00

Chapter 218 | Plumbing

Plumber License (annual)	\$50.00	\$50.00
RESIDENTIAL - one and two family		
New work, alterations, additions, and repairs	\$75.00 for more than 5 fixtures, \$5.00 each additional fixture	\$75.00 for more than 5 fixtures, \$5.00 each additional fixture
Alterations/additions/repairs one fixture (minimum fee)	\$35.00	\$35.00
Pipe Repair	\$75.00	\$75.00
Exterior lateral sewer connection or repair	\$150.00	\$150.00
Interior main drain alteration or replacement (which includes stack vent)	\$75.00	\$75.00
Garbage grinders and dishwashers (new installation or replacement)	\$15.00 Each	\$15.00 Each

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Fee Description	2019	2020
All gas and electric appliances needing gas or plumbing piping	\$75.00 for first unit, \$15.00 for each additional	\$75.00 for first unit, \$15.00 for each additional
Water service (new or replacement)	\$75.00	\$75.00
Domestic hot water heater (new or replacement)	\$20.00	\$20.00
Sewer ejection pump (new or replacement, not incl. connections.)	\$50.00 pump capacity 21 gal/min, \$150.00 pump capacity > 21 gal/min	\$50.00 pump capacity 21 gal/min, \$150.00 pump capacity > 21 gal/min
Sewer grinder pumps and pit (E-One System)	\$300.00	\$300.00
COMMERCIAL - Commercial, institution, public land use, recreation, multi-family		
New work, alt., additions not exceeding 5 fixtures	\$75.00, \$5.00 each additional fixture	\$75.00, \$5.00 each additional fixture
External lateral sewer connection or repair main drain or sewer connection (new)	\$150.00	\$150.00
Pipe Repair	\$100.00	\$100.00
Garbage grinders and dishwashers (new installation or replacement)	\$30.00 Each	\$30.00 Each
Main interior drain replacement, alterations or repair (incl. stack vent)	\$75.00	\$75.00
Sewer ejection pump (new or replacement)	\$50.00, pump capacity ≤ 21 gal/min., \$300.00, pump capacity > 21 gal/min.	\$50.00, pump capacity ≤ 21 gal/min., \$300.00, pump capacity > 21 gal/min.
All gas and elect. Appl. Requiring plumbing or mech. Install. (new or replacement, incl. gas piping)	\$75.00 for first unit, \$15.00 for each additional	\$75.00 for first unit, \$15.00 for each additional
Water service (new or replacement)	\$100.00	\$100.00
Each hot water heater (new or replacement)	\$75.00	\$75.00
Interceptors & separators (new or replacement)	\$75.00	\$75.00
Sewer grinder pumps new or replacement	\$500.00	\$500.00
Fee Change Narrative: n/a		

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Fee Description	2019	2020
Chapter 226 Rental Housing		
Rental Housing Permits	\$60.00 Each Unit (1-10) \$40.00 Each Additional Unit	\$60.00 Each Unit (1-10) \$40.00 Each Additional Unit
Rental Housing Appeals Board	\$2,500.00 plus \$500 for each subsequent hearing	\$2,500.00 plus \$500 for each subsequent hearing
Re-inspection after 2 nd failed inspection	\$100.00	\$100.00
Application Late Fee: July 1 st to July 31 st On or After August 1 st	\$100.00 \$150.00	\$100.00 \$150.00
Chapter 280 Zoning Hearing Board		
Application fees for Zoning Hearing Board: One- and two-family dwellings, Rooming house, multi-family	\$550.00 plus \$275 for each add'l hearing	\$550.00 plus \$275 for each add'l hearing
Application fees for Zoning Hearing Board: Non-res. uses (incl. comm., planned, institutional, and public land use)	\$900.00 plus \$450 for each add'l hearing	\$900.00 plus \$450 for each add'l hearing
Application fees for Zoning Hearing Board: Challenge to the validity of map or ordinance	\$7,500.00 plus \$450 for each add'l hearing	\$7,500.00 plus \$450 for each add'l hearing
Application fees to Board of Commissioners: Application to amend zoning map/ord.	\$1,500.00 plus \$750 for each add'l hearing	\$1,500.00 plus \$750 for each add'l hearing
Application fees to Board of Commissioners: Application for conditional use	\$1,500.00 plus \$750 for each add'l hearing	\$1,500.00 plus \$750 for each add'l hearing
Application fees to Board of Commissioners: Curative Amendment	\$7,500.00 plus \$750 for each add'l hearing	\$7,500.00 plus \$750 for each add'l hearing

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Fee Description	2019	2020
Appeals from Zoning Officer or Township Engineer – Residential	\$550.00 plus \$275 for each add'l hearing	\$550.00 plus \$275 for each add'l hearing
Appeals from Zoning Officer or Township Engineer – Non-Residential	\$900.00 plus \$450 for each add'l hearing	\$900.00 plus \$450 for each add'l hearing
Fee for postponement of a public hearing when requested following publication of the required legal notice.	\$200.00	\$200.00
Zoning Books	\$30.00	\$30.00
Other Community Development		
Code Appeals Application Fee – Building, Electrical, Fire Prevention, Mechanical, Plumbing, Property Maintenance	\$750.00	\$750.00
Inter-municipal Transfer of Liquor License	\$1,500.00 plus \$750 for each additional hearing	\$1,500.00 plus \$750 for each additional hearing
PA State Assessed Training Fee, Building, Plumbing, Mechanical, Electrical	\$4.50 / permit	\$4.50 / permit
Administration of PA state Assessed Training Fee	\$2.00 / permit	\$2.00 / permit
Zoning Maps	\$15.00	\$15.00
Plan Review Fee (Payment is due when the permit is issued)	\$95.00	\$95.00
Code Official Overtime Rate	\$100.00 / hour	\$100.00 / hour
Administrative Refund Fee	\$10% or \$30.00, whichever is greater	\$10% or \$30.00, whichever is greater
Dormitory Inspection Fee	\$24.00 / room	\$24.00 / room
Appeal of Health Enforcement Notice to Board of Health:		
Single Family Residential	\$550.00	\$550.00
Multi-Family Residential and Non-Residential'	\$900.00	\$900.00
Residential Change in Contractor New one and two-family dwelling	10% of existing permit fee or \$20.00, whichever is greater	10% of existing permit fee or \$20.00, whichever is greater
Change in Contractor: Commercial, institution, public land use, recreation, multi-family buildings and fire suppression systems	10% of existing permit fee or \$50.00 minimum, whichever is greater	10% of existing permit fee or \$50.00 minimum, whichever is greater

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Fee Description	2019	2020
Fee for work without permits	\$200 const. cost up to \$10,000 \$330 const. cost \$10,000 to \$25,000 \$650 const. cost \$25,000 to \$50,000 \$1,250 const cost over \$50,000	\$200 const. cost up to \$10,000 \$330 const. cost \$10,000 to \$25,000 \$650 const. cost \$25,000 to \$50,000 \$1,250 const cost over \$50,000
Re-inspection after 2nd failed Residential inspections for: Blasting, Footing, Foundation, Backfill, Slab, Rough, Framing, Energy, Drywall, Sprinkler, Rough In/Duct Testing, Underslab, Rough In, Shower Pan, Sewer Lateral (New Construction), Water Service (New Construction), Steel/Bonding & Final/Barrier (pools), Wire/Flashing/Barrier (stucco), Final	New for 2020	\$100
Re-inspection after 2nd failed Commercial inspections for: Footing, Foundation, Backfill, Slab, Rough, Framing, Above Ceiling, Energy, Close Up/Drywall, Sprinkler, Alarm, Rough In/Duct Testing, Underslab, Rough In, Shower Pan, Sewer Lateral (New Construction), Water Service (New Construction), Wire/Flashing/Barrier (stucco), Steel/Bonding & Final/Barrier (pools), Final	New for 2020	\$200
Fee Change Narrative: 1. There has been a growing trend where our Inspectors are showing up to a site for a schedule inspection and the work is either not yet complete or done in such a manner that the contractors appear to be hoping the inspector will not take a careful look at the work. In some instances, inspectors are re-inspecting the same work 3 or 4 times. This is a tremendous waste of Township resources and prevents Department Staff from addressing other priorities. The intent of the fee is two-fold; 1) cover the cost of sending Township inspectors out for the same inspection numerous times; and 2) act as a deterrent to contractors to complete the project as per the approved plans and in a workman like manner.		

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Fee Description	2019	2020
Engineering Department		
Grading Permit		
Shed Permit Fee - to be used for installation or replacement of a storage shed only	\$120.00	\$120.00
<p>Grading Permit Application Minor (<500 SF NEW Impervious or disturbance)</p> <p>This permit is for smaller projects where construction is less than 500 SF of new impervious surface or site disturbance. There is a \$50 permit application fee. Plan review, and inspection cost is \$460. *Should the cost of reviews and/or inspections exceed \$460, the applicant will be required to pay the overage before the project is approved. <u>A Certificate of Occupancy will not be issued unless all improvements are installed, inspected, and approved by the Township.</u></p>	\$510.00	<p>Permit Application Fee \$50</p> <p>Plan review & inspection \$460</p>
<p>Grading Permit Application (500 SF < NEW Impervious or Disturbance < 1,500SF)</p> <p>This application is to be used when NEW impervious is greater than 500 SF, but less than 1,500 SF. A groundwater recharge system is required to mitigate this amount of NEW impervious. The permit application fee is \$50. Plan reviews, and inspections cost is \$1,450. No escrow is required for the improvements; <u>a Certificate of Occupancy will not be issued unless all improvements are installed, inspected, and approved by the Township.</u></p> <p>The applicant is required to pay all cost overages; i.e. if the balance of the account, after deducting current review fees is less than \$500, the applicant will be required to deposit additional funds to keep the balance at \$1,500. All unused funds will be returned to the applicant upon inspection and approval of the project</p>	\$1,500 (combined application fee and Professional Services Account)	<p>Permit Application Fee \$50</p> <p>Plan review and inspections \$1,450</p>
<p>Stormwater Management Permit Application (for projects with >1,500 NEW impervious or disturbance)</p> <p>The cost of the permit application fee is \$50. A professional services (PSA) account will be funded by the applicant with a balance of \$3,000. The review process, inspections, SWM Agreement, legal, and other communications will be billed per the attached fee schedule, and reimbursed by the applicant funded PSA. For single lot construction, an escrow for non-dedicated improvements is not required; a Certificate of Occupancy will not be issued unless all improvements are installed, inspected, and approved by the Township. An escrow account will be required for improvements dedicated to the Township.</p> <p>Professional Services Account Required. The applicant is required to pay all cost overages; upon the balance of the PSA reaching \$1,000, applicant will be required to deposit appropriate funds to keep balance at \$3,000. All unused funds will be returned to the applicant upon completion of project</p>	\$3,050 (combined application fee and professional services account)	<p>Permit Application Fee \$50</p> <p>Professional Service Agreement \$3,000*</p>

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Fee Description	2019	2020
Subdivision / Land Development (“SALDO”)		
<p>Sketch Plan, Reverse Subdivision, Lot line Change, Lot Consolidation.</p> <p>The application fee is \$50. This application requires a \$3,950 professional services (engineering, legal) account. Upon the balance of the PSA reaching \$1,000, applicant will be required to deposit appropriate funds to keep balance at \$4,000. All unused funds will be returned to the applicant upon completion of project. A signed deposit slip is required at the time of application submission</p> <p>*Upon the balance of the PSA reaching \$1,000, applicant will be required to deposit appropriate funds to keep balance at \$4,000. All unused funds will be returned to the applicant upon completion of project.</p>	\$4,400 combined application fee and PSA	Application Fee \$50 Professional Services Agreement \$3,950*
<p>ALL LAND DEVELOPMENT (minor, major, multi-family, etc.) . The permit application fee is \$50. The professional services account fee is \$16,950. All reviews and legal invoices are billed against the PSA; when the balance of the PSA falls to \$5,000, the applicant is required to deposit funds to achieve a balance of \$10,000 in the PSA account. All unused funds will be returned to the applicant upon completion of project.</p> <p>*All reviews and legal invoices are billed against the PSA; when the balance of the PSA falls to \$5,000, the applicant is required to deposit funds to achieve a balance of \$10,000 in the PSA account. All unused funds will be returned to the applicant upon completion of project.</p>	\$17,000 combined application fee and PSA.	Application Fee \$50 Professional Services Account \$16,950*
<p>Inspections of Improvements</p> <p>Increase based on the service agreement contracts for consultants, approved by the Board of Commissioners in 2019, and staff salary increases.</p>	Inspection by staff inspector-\$84/hr. All others, see rates in Appendix A	Inspection by staff inspector-\$90/hr. All others, see rates in Appendix A
<p>Review of Development Plans, including legal, SWM agreements, developers agreements, escrow review, financial security agreements, by staff, consultants, and/or solicitor.</p> <p>Increase based on the service agreement contracts for consultants, approved by the Board of Commissioners in 2019, and staff salary increases.</p>	See rates in Appendix A	See rates in Appendix A
Transfer of Real Estate Fee	\$150 / property	\$150 / property
Transfer of Real Estate Fee – Expedited in 14 calendar days or less	\$300 / property	\$300 / property
Notes: All professional service account funds are required to be deposited with the Township at the time of the initial plan application pursuant to the Township’s Professional Services Agreement. The Township-incurred professional fees shall be billed in accordance with the Professional Service Fees in Appendix A.		

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Fee Description	2019	2020
Sewage Enforcement		
Sewage Enforcement Officer Permits	\$750.00 per application (includes inspection)	\$750.00 per application (includes inspection)
Sewage Enforcement Officer Permits (additional perc test)	\$350.00	\$350.00
Sewage Enforcement Officer Permits (repairs to existing system)	\$300.00	\$300.00
Other Engineering		
Sidewalk Replacement Permit Fee	1 – 10 Blocks \$50.00/permit 11 – 20 Blocks \$100.0/permit 21+ Blocks \$125.00/permit	1 – 10 Blocks \$50.00/permit 11 – 20 Blocks \$100.0/permit 21+ Blocks \$125.00/permit
Clearing Permits If inspections are required, they will be charged in accordance with Appendix A.	\$250/acre	\$250/acre (minimum fee is \$250)
Plotter Services		
8.5" x 11" or 9" x 12"	\$1.50 (b/w) \$5.00 (color)	\$1.50 (b/w) \$5.00 (color)
11" x 14"	\$3.00 (b/w) \$9.00 (color)	\$3.00 (b/w) \$9.00 (color)
11" x 17" or 12" x 18"	\$10.00 (b/w) \$12.00 (color)	\$10.00 (b/w) \$12.00 (color)
17" x 22" or 18" x 24"	\$15.00 (b/w) \$18.00 (color)	\$15.00 (b/w) \$18.00 (color)
22" x 34" or 24" x 36"	\$20.00 (b/w) \$22.00 (color)	\$20.00 (b/w) \$22.00 (color)
34" x 44" or 36" x 48"	\$22.00 (b/w) \$35.00 (color)	\$22.00 (b/w) \$35.00 (color)

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Fee Description	2019	2020
Finance and Administration		
Stormwater and Sanitary Sewer Fees		
Sanitary Sewer Rent	\$7.14 per 1,000 gallons' water used	\$7.85 per 1,000 gallons' water used
Sanitary Sewer Rent Delinquent Charges	1% monthly beginning June 1 through March 1 applied on the full outstanding balance from the previous month	1% monthly beginning June 1 through March 1 applied on the full outstanding balance from the previous month
Stormwater Fee	\$29.00 per unit	\$29.00 per unit
Stormwater Fee Delinquent Charges	0.5% monthly beginning March 1 through December 1 applied on the full outstanding balance from the previous month	0.5% monthly beginning March 1 through December 1 applied on the full outstanding balance from the previous month
Sanitary or Stormwater Certification Fee	\$7.50	\$7.50
Expedited Sanitary or Stormwater Certification Fee Surcharge (if request submitted within 48 hours of desired date / time)	\$20.00	\$20.00
Sanitary Sewer Connection Fee New Residential	\$850.00	\$850.00
Sanitary Sewer Connection Fee New Commercial	\$1,250.00	\$1,250.00
Sanitary Sewer Connection Fee New Multi-family (0-10 units)	\$500.00 per unit	\$500.00 per unit
Sanitary Sewer Connection Fee New Multi-family (11 or more units)	\$400.00 per unit	\$400.00 per unit
Minimum Sewer Service Charge	\$65.00	\$65.00
Filing of Lien (to include, but not limited to, Sanitary Sewer Rent, Stormwater Fee, or Property Maintenance Costs)	\$125.00 Attorney Fee \$18.50 Filing Fee	\$125.00 Attorney Fee \$18.50 Filing Fee
Writ of Scire Facias (for delinquent accounts)	\$100.00 Attorney Fee \$22.50 Filing Fee	\$100.00 Attorney Fee \$22.50 Filing Fee

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Fee Description	2019	2020
Entering of Judgement (for delinquent accounts)	\$150.00 Attorney Fee \$13.50 Filing Fee	\$150.00 Attorney Fee \$13.50 Filing Fee
Sheriff Sale	Actual Cost	Actual Cost

Other Finance Department

Business Privilege and Mercantile License Fee	\$10.00	\$10.00
Postage Non-Residential	Actual Cost	Actual Cost
Returned Check	\$50.00	\$50.00
Refund Fee	10% per refund, with a minimum of \$10.00	10% per refund, with a minimum of \$10.00
Public Document Copy Charges (Right-to-know Requests)	\$0.25 per one sided page	\$0.25 per one sided page
Public Document CD Creation Charges (Right-to-know Requests)	\$5.00 each	\$5.00 each
Certification of Record (Right-to-know Requests)	\$1.00	\$1.00

Elected Treasurer

Real Estate Certification Fee	\$25.00	\$25.00
Expedited Real Estate Certification Fee	\$30.00	\$30.00
(the fee is not new, but wasn't included in prior Fee Schedules in error)		

Information Technology

Room Rentals

General: The Township offers three (x3) conference rooms for rental. Rates double on Saturday, Sunday, and Township holidays. Contact Township for Conference Room and Equipment Rental policy and room availability. Please see the [Information Technology Policy for Rental and Use of Township Conference Rooms & Equipment](#) for fee waiver opportunities.

Friends Meeting Room (ground floor) – capacity 40	\$50.00 per hour	\$50.00 per hour
Radnorshire Room (first floor) – capacity 125	\$100.00 per hour	\$100.00 per hour
Radnorshire Room (first floor) – capacity 125 - Tenant rental	\$250.00 per hour	\$250.00 per hour
Powys Room (first floor) – capacity 15	\$35.00 per hour	\$35.00 per hour

Radnor Township, PA
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Fee Description	2019	2020
Hourly Equipment and Staffing Fees		
General: Conference rooms offer additional equipment features such as a podium, microphones, special seating configurations, additional tables, A/V equipment, TV/DVD/VCR and wireless internet. A/V equipment rentals require staffing, a minimum of two (x2) hour charge, and rates double after four (x4) hours. Contact Township for Conference Room and Equipment Rental policy and staffing availability.		
IT Staff Member (as needed)	\$50.00 /hour	\$50.00 /hour
Room setup and breakdown (for equipment, configuration, etc.)	\$50.00 /hour	\$50.00 /hour
Room cleanup (trash, non-requested setup, etc.)	\$100.00 /hour	\$100.00 /hour
Podium (Radnorshire room only – no microphone)	\$0.00	\$0.00
Microphones – 21 conference room and 1 podium microphones	\$50.00 /hour	\$50.00 /hour
Wireless Microphones – 2 handhelds and 2 lavalieres (combo of any 2)	\$30.00 /hour	\$30.00 /hour
Projectors – 2 HD DLP Projectors	\$70.00 /hour (each)	\$70.00 /hour (each)
Monitors – 13 LCD monitors for viewing projections/DVD/VCR	\$20.00 /hour	\$20.00 /hour
Document Camera – View hard docs on large screens	\$60.00 /hour	\$60.00 /hour
DVD/VCR	\$15.00 /hour	\$15.00 /hour
Laptop Use	\$40.00 /hour	\$40.00 /hour
DVD Copy – Recording event on DVD (limit 1)	\$15.00 /hour	\$15.00 /hour
Digital Format – Recording event in other digital format (limit 1)	\$15.00 /hour	\$15.00 /hour
Portable Projector	\$50.00 /hour	\$50.00 /hour
50" Plasma TV Usage	\$70.00 /hour	\$70.00 /hour
Graphics – Character generated graphics inserted on screen	\$10.00 /hour	\$10.00 /hour
Package Fees		
General: Conference rooms, A/V equipment and staffing rentals are available as a package rental. Package rentals require staffing, a minimum of two (x2) hour charge and rates double after four (x4) hours. Contact Township for Conference Room and Equipment Rental Policy and staffing availability.		
Powys Room Only – 50" Plasma and laptop	\$100.00 per hour	\$100.00 per hour
Radnorshire Room (no recording) – Microphones, laptop, projector, setup and breakdown	\$250.00 per hour	\$250.00 per hour
Radnorshire Room (recording) – Microphones, laptop, projector, DVD recording, setup and breakdown	\$350.00 per hour	\$350.00 per hour
Film and Video Production Fees		
General: The film and video production permit is designed to provide effective coordination of events, including the filming and videotaping of television, film, commercial, non-profit, and feature productions.		
Film and video production permit	\$250.00 per production	\$250.00 per production

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Fee Description	2019	2020
Parks and Recreation		
General Programming and Events		
Programming and event fees are determined and allocated on an ongoing basis as they are planned. Specific programming and event identification remains under continual development, generally on a seasonal basis and once applicable direct costs are determined. Fees for those specific programs and events are set to cover the direct costs along with attempting to recover the associated overhead for the corresponding program or event. In the majority of circumstances, the direct costs of programming and events are not incurred unless the proceeds collected cover those costs. The Recreation Department determines the fees for programming and events on an ongoing basis throughout the developmental process.		
Administrative Fees		
Refund Fee	10% of the total fee paid, or a minimum of \$10.00 charge	10% of the total fee paid, or a minimum of \$10.00 charge
Non-Resident Program or Event Participation Fee	\$30.00 per person per registrant	\$30.00 per person per registrant
Parks, Picnic Areas, Fields, and Facilities		
Fenimore Woods (existing) Clem Macrone Park Pavilion Rental (Proposed New in 2017)	\$75.00 Resident \$150.00 Non-Resident/Companies	\$75.00 Resident \$150.00 Non-Resident/Companies
Picnic Court Park Area Rentals	\$55.00 Resident \$100.00 Non-Resident / Companies	\$55.00 Resident \$100.00 Non-Resident / Companies
Photo Permit for Township Park Grounds (New in 2017: Expanding the Fee to all Township Parks and added a Non-Resident/ Companies fee)	\$75.00 per hour \$100.00 Non-Resident / Companies per hour	\$75.00 per hour \$100.00 Non-Resident / Companies per hour
Field Permitting Fee (to cover the permitting costs for athletic fields) (New in 2017: Non-Resident/ Companies fee to cover the administrative cost of scheduling/ managing athletic fields.)	\$60.00 per field/ Three-hour usage \$100.00 per field/ Three-hour usage for Non-Resident / Companies	\$60.00 per field/ Three-hour usage \$100.00 per field/ Three-hour usage for Non-Resident / Companies

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Fee Description	2019	2020
Adult League Team Field Permit (Softball, Soccer, Baseball, etc.) [The above fee applies to programs that utilize both Township fields and School District Fields]	\$100.00 per season Not-to-exceed 10-week period	\$100.00 per season Not-to-exceed 10-week period
Field Permitting Fee – For Profit /Restricted Groups, Private Educational Institutions, Organizations or Programs [Field Permitting fees do not apply to Radnor Community Youth Sports Organizations that include Radnor Soccer Club, Radnor Wayne Little League and Radnor Girls/Boys Lacrosse.] [Exceptions for this fee will consist of Radnor Township Restricted Groups, Private Educational Institutions, Organizations or Programs that provide the Township with the equivalent usage of its facility. These occurrences will be documented and provided to the Parks Board & BOC as they are recommended.]	\$15.00 per person per season Not-to-exceed 10-week period	\$15.00 per person per season Not-to-exceed 10-week period
Radnor Memorial Park Turf Field Permit Fee: [Fee was originally developed and structured within the Radnor Memorial Turf/Agnes Irwin School Lease Agreement.] <ul style="list-style-type: none"> • Radnor Residents / Radnor Non-Profit Organizations or Programs • Radnor Private Educational Institutions, Organizations or Programs • Non-Radnor Residents / Non-Radnor Non-Profit Organizations, Educational Institutions, or Programs • For-Profit Businesses or Non-Resident Groups [The above fees do not apply to Radnor Community Youth Sports Organizations that include Radnor Soccer Club, Radnor Wayne Little League and Radnor Girls/Boys Lacrosse.] Radnor Memorial Park Turf Field Lights Fee	\$75.00 per Three-Hour usage \$75.00 per hour \$125.00 per hour \$175.00 per hour \$18.00 per hour	\$75.00 per Three-Hour usage \$75.00 per hour \$125.00 per hour \$175.00 per hour \$18.00 per hour
Advertising Fee (applicable to the Department Seasonal Recreation Brochure)		
Business Card Advertising in Brochure	\$200.00 per Advertisement	\$200.00 per Advertisement
Single Edition Publication Business Card Advertising in Township / Department Publication for Commercial Business	\$225.00 per Advertisement	\$225.00 per Advertisement
Single Edition Publication - ¼ page Advertising in Township/Department Publication for Commercial Business	\$450.00 per Advertisement	\$450.00 per Advertisement
Single Edition Publication - ½ page Advertising in Township/Department Publication for Commercial Business	\$650.00 per Advertisement	\$650.00 per Advertisement

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Fee Description	2019	2020
Single Edition – Full-page Advertising in Township/Department Publication for Commercial Business (does not include inside front or back cover)	\$950.00 per Advertisement	\$950.00 per Advertisement
Township Website Advertising	\$600.00 for 3 Months \$2,200.00 for 1 year	\$600.00 for 3 Months \$2,200.00 for 1 year
License Fee Advertising Banner for Encke Fields	\$2,000.00 per Field	\$2,000.00 per Field
Radnor Activity Center (“RAC”) at Sulpizio Gym Permit Fees		
Full Gymnasium Rentals		
<ul style="list-style-type: none"> Radnor Residents / Radnor Non-Profit Organizations or Programs [The above fees do not apply to Radnor Community Youth Sports Organization that include the Radnor Youth Basketball League, Radnor Soccer Club, Radnor Wayne Little League and Radnor Girls/Boys Lacrosse] 	\$60.00 per hour	\$60.00 per hour
<ul style="list-style-type: none"> Radnor Township Community Youth Sports Organizations operating as non-profit entities only (New fee in 2017) 	\$15.00 per hour	\$15.00 per hour
<ul style="list-style-type: none"> Radnor Township Community Youth Sports Organizations – For-profit contracted vendors operating on behalf of the non-profit Community Youth Sports Organization (New fee in 2017) 	\$35.00 per hour	\$35.00 per hour
<ul style="list-style-type: none"> Non-Radnor Residents / Non-Radnor Non-Profit Organizations or Groups Radnor Township Businesses, Educational Institutions, Organizations, or Programs 	\$110.00 per hour \$110.00 per hour	\$110.00 per hour \$110.00 per hour
<ul style="list-style-type: none"> Non-Radnor Businesses, Educational Institutions, Organizations, or Program 	\$200.00 per hour	\$200.00 per hour
Birthday Party / Gymnasium: 2-hour party with event leader and party room	\$300.00 Resident \$350.00 Non-Resident	\$300.00 Resident \$350.00 Non-Resident
RAC: Room Add-on Fee to Gym Rental	\$25.00 flat fee	\$25.00 flat fee
Fee Change Narrative: n/a		

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Fee Description	2019	2020
Police Department		
General Fees		
Alarm Registration Fee	\$100.00	\$100.00
Accident Report Fee	\$15.00	\$15.00
Fingerprinting Fee	\$30.00 for 1/\$20.00 per additional card	\$30.00 for 1/\$20.00 per additional card
Picture Fee	\$30.00 each	\$30.00 each
Incident Report Fee	As allowed per PA Right-to-Know	As allowed per PA Right-to-Know
Parking Permit Fee Residential Permits	\$25.00 Residential \$75.00 Non- Residential \$10.00 Senior Citizens \$5.00 Temporary Parking Per Day	\$25.00 Residential \$75.00 Non- Residential \$10.00 Senior Citizens \$5.00 Temporary Parking Per Day
Parking Permit Fee Louella Park and Walk	\$190.00 Half Year \$375.00 Full Year	\$190.00 Half Year \$375.00 Full Year
Meter Bag Fee/Parking Space Reservation	\$10.00 per day per parking space	\$15.00 per day per parking space
Request for Placement of Temporary “No Parking” Signs	N/A	\$25.00 Flat Fee
Peddling and Solicitation Fee	\$110.00	\$110.00
Extra Duty Fee Detail Rate	1.70 X Patrolman Overtime Rate	1.70 X Patrolman Overtime Rate
Police Vehicle at Location Fee (owner request)	\$25.00 per hour per vehicle	\$25.00 per hour per vehicle
Video Tape / DVD Fee	\$75.00 per copy	\$75.00 per copy
Records Check Fee	\$30.00 Written \$15.00 Verbal	\$30.00 Written \$15.00 Verbal
Police Service Fee Notarized Document	\$45.00 per service	\$45.00 per service
Expungement Letter Fee	\$100.00	\$100.00

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Fee Description	2019	2020
K9 Services (Note: This only applies to non-emergency calls for service)	During Shift \$100.00 per hour 2 or 4-hour minimum at P.D. discretion Non-Shift Paid at Detail Rate (above) 2 or 4-hour minimum at P.D. discretion	During Shift \$100.00 per hour 2 or 4-hour minimum at P.D. discretion Non-Shift Paid at Detail Rate (above) 2 or 4-hour minimum at P.D. discretion
False Alarms Fine	\$70.00 2 nd Occurrence \$140.00 3 rd or more occurrences	\$70.00 2 nd Occurrence \$140.00 3 rd or more occurrences
Parking Fine	\$20.00 if paid on time \$25.00 additional for late payments	\$20.00 if paid on time \$25.00 additional for late payments
Parked Over the Line at a Meter	\$20.00	\$20.00
Beyond Time (Meter Feeding)	\$20.00	\$20.00
Where signs Prohibit Parking	\$15.00	\$20.00
In Front of a Private Drive	\$10.00	\$25.00
On a Cross Walk	\$10.00	\$20.00
Double Parked	\$10.00	\$25.00
Not Parallel with Curb	\$10.00	\$20.00
Facing Against Traffic	\$10.00	\$15.00
On a Sidewalk	\$10.00	\$25.00
Within 15 Feet of a Fire Hydrant	\$10.00	\$25.00
Within 25 Feet of an Intersection	\$10.00	\$20.00
Parked During Snow Removal	\$10.00	\$25.00
Obstructing Traffic	\$10.00	\$20.00
Handicap Parking	\$150.00	\$150.00
Other Parking Violation	\$10.00	\$20.00

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Fee Description	2019	2020
Violation of Fire Marshal	\$25.00	\$25.00
Fee Change Narrative: The ticket prices with the exception of Meter/Kiosk, Parked Over the Line at Meter, Meter Feeding and Handicapped violations, haven't changed or been updated since 2004. Other than noted parking ticket increases, no other fee changes are being requested for 2020		
Public Works Department		
General Fees		
Road Opening Permit The applicant will be required to set up a Professional Services Account with the Township to cover the cost of inspections, legal, compaction testing, and items, as required. Opening balance of the PSA is \$15,000,	\$150.00 per 100 ft cut (permit fee only).	\$150.00 per 100 ft cut (permit fee only).
Bulk Trash Collection	\$50.00 Less than 5 items or 150 lbs Add'l \$25.00 each additional 5 items Add'l \$25.00 each item over 150 lbs Add'l \$10.00 each item with Freon Add'l \$5.00 each item with Propane	\$75.00 Less than 5 items or 150 lbs Add'l \$25.00 each additional 5 items Add'l \$25.00 each item over 150 lbs Add'l \$10.00 each item with Freon Add'l \$5.00 each item with Propane
Recycling Can Replacement	\$30.00 per can	\$30.00 per can
Rear Yard Trash Collection (single and multi-family units with less than 9 attached units)	\$500.00 per house/unit per year	\$500.00 per house/unit per year
Rear Yard Trash Collection (multi-family units with greater than 9 attached units)	\$275.00 per unit per year	\$275.00 per unit per year
Fee Change Narrative: Additional charge for Bulk Trash Collection to keep up with the rising tipping fees.		

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Appendix A
Professional Services Hourly Rates

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Township Staff	
Township Manager	\$125.00 per hour
Police Superintendent	\$140.00 per hour
Assistant Township Manager & Finance Director	\$120.00 per hour
Engineer	\$120.00 per hour
Police Lieutenant	\$120.00 per hour
Community Development Director	\$120.00 per hour
Recreational Programming Director	\$120.00 per hour
Public Works Director	\$120.00 per hour
Engineering Inspector	\$100.00 per hour
Information Technology	\$90.00 per hour
Gannett Fleming, Inc.	
Senior Project -Manager	\$175.00 per hour
Project Engineer	\$130.00 per hour
Staff Engineer	\$120.00 per hour
Engineering Technician	\$105.00 per hour
Field Technician	\$90.00 per hour
Clerical	\$70.00 per hour
Specialty Engineers, Scientists and Planners (as needed)	TBD
QCI, Inc.	
Field Inspector (Civil)	\$80.00 per hour
Owner's Representative (Clerk of the Works)	\$87 per hour
Contract Administrator	\$118.50 per hour
Construction Engineer, PE	\$133 per hour
Clerical	\$61.00 per hour
Document Controller	\$71.50 per hour
Gilmore & Associates, Inc.	
Principal III	\$160 per hour
Principal II	\$150 per hour
Principal I	\$145 per hour
Consulting Professional V	\$140 per hour
Consulting Professional IV	\$135 per hour
Consulting Professional III	\$130 per hour

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Consulting Professional II	\$125 per hour
Consulting Professional I	\$120 per hour
Design Technician V	\$115 per hour
Design Technician IV	\$105 per hour
Design Technician III	\$100 per hour
Design Technician II	\$95 per hour
Design Technician I	\$90 per hour
Construction Representative III	\$110 per hour
Construction Representatives II	\$100 per hour
Construction Representatives I	\$90 per hour
Surveying Crew	\$150 per hour
Project Assistant	\$85 per hour
Grim, Biehn & Thatcher	
Township Solicitor	\$190 per hour

RESOLUTION NO. 2019-130

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, ADOPTING THE 2020 WAGE AND
SALARY SCHEDULE PURSUANT TO THE RADNOR
TOWNSHIP HOME RULE CHARTER**

WHEREAS, Section 6.01 of the Radnor Township Home Rule Charter states that compensation of department heads and administrative officers shall be fixed by the Manager, subject to the approval of the Board; and

WHEREAS, the Administrative Code establishes pay-setting practices based upon applicable Federal, State and Township laws; and

WHEREAS, the Board of Commissioners and the Fraternal Order of Police (FOP) entered into a collective bargaining agreement with Resolution 2014-49 adopted on May 19, 2014 and subsequently agreed to extend that agreement with Resolution 2017-52 adopted on March 13, 2017 which sets forth base wage increases of 2.75% for all uniformed police officers effective January 1, 2020; and

WHEREAS, the Board of Commissioners and the Radnor Association of Township Employees (RATE) entered into a collective bargaining agreement with Resolution 2017-51 adopted on March 13, 2017 that sets forth base wage increases of 2.75% for all RATE employees effective January 1, 2020; and

WHEREAS, the 2020 Comprehensive Budget includes base wage increases for all non-union full and part time employees of up to 2.75% which will be based on certain effective dates and each employees' performance at the discretion of the Township Manager.

NOW, THEREFORE, be it hereby **RESOLVED** that the Board of Commissioners of Radnor Township does hereby adopt the attached Exhibit A - Wage and Salary Schedule for fiscal year 2020.

SO RESOLVED, this 9th day of December, A.D. 2019.

RADNOR TOWNSHIP

By: _____

Name: Lisa Borowski

Title: President

ATTEST: _____

Name: Robert A. Zienkowski

Title: Township Manager / Secretary

Radnor Township

PROPOSED LEGISLATION



DATE: December 2, 2019

TO: Board of Commissioners

FROM: William M. White, Assistant Township Manager and Finance Director

A handwritten signature in black ink, appearing to read "W. White", is placed over the name "William M. White" in the "FROM:" line.

LEGISLATION: Resolution 2019-130 establishing the 2020 Wage and Salary schedule for all Township employees.

LEGISLATIVE HISTORY: Previously, the Board of Commissioners adopted:

- FOP: Resolution 2014-49 approving a replacement contract agreement with the FOP which set forth a 2.75% wage increase for uniformed police officers
- FOP: Resolution 2017-52 extended the FOP Agreement by an additional three years through 2021
- RATE: Resolution 2017-51 was adopted which set forth wage increases of 2.75% for all RATE employees effective January 1, 2020
- Non-Union: The 2020 Comprehensive Budget, as proposed, includes appropriations for up to 2.75% wage increases for all full and part time non-union employees.
- Township Manager: No wage increase is included for the Township Manager pursuant to the current employment agreement

PURPOSE AND EXPLANATION: Pursuant to the Township's Home Rule Charter and Administrative Code, and in the interest of full transparency, Resolution 2019-130 authorizes the wage adjustments for Township employees.

Please note that increases for non-union staff will be "up to" 2.75% and will be based on each employee's performance evaluation, as determined by the Township Manager.

FISCAL IMPACT: The 2.75% increase will increase the Township's payroll and related expenses by approximately \$275,000 in 2020. This increase is built into the 2020 Comprehensive Budget, as proposed.

RECOMMENDED ACTION: The Administration respectfully recommends that the Board adopt this resolution at the December 9, 2019 Board of Commissioner meeting to allow enough time to incorporate any increases with the first pay in 2020.

Radnor Township, PA
2020 Wage and Salary Schedule
Effective January 1, 2020

Position Classification	Department	Emp#	2019 Hourly Rate	%Δ	\$Δ	2020 Hourly Rate	Notes
FOP	Police - Uniformed	114	\$ 80.2885	2.75%	-	\$ 82.4964	
FOP	Police - Uniformed	110	\$ 65.3269	2.75%	-	\$ 67.1234	
FOP	Police - Uniformed	134	\$ 65.3269	2.75%	-	\$ 67.1234	
FOP	Police - Uniformed	158	\$ 54.4390	2.75%	-	\$ 55.9361	
FOP	Police - Uniformed	169	\$ 54.4390	2.75%	-	\$ 55.9361	
FOP	Police - Uniformed	168	\$ 54.4390	2.75%	-	\$ 55.9361	
FOP	Police - Uniformed	126	\$ 54.4390	2.75%	-	\$ 55.9361	
FOP	Police - Uniformed	163	\$ 54.4390	2.75%	-	\$ 55.9361	
FOP	Police - Uniformed	161	\$ 54.4390	2.75%	-	\$ 55.9361	
FOP	Police - Uniformed	140	\$ 49.9024	2.75%	-	\$ 51.2747	
FOP	Police - Uniformed	167	\$ 48.9953	2.75%	-	\$ 50.3427	
FOP	Police - Uniformed	153	\$ 48.9953	2.75%	-	\$ 50.3427	
FOP	Police - Uniformed	137	\$ 48.9953	2.75%	-	\$ 50.3427	
FOP	Police - Uniformed	139	\$ 48.9953	2.75%	-	\$ 50.3427	
FOP	Police - Uniformed	159	\$ 48.9953	2.75%	-	\$ 50.3427	
FOP	Police - Uniformed	124	\$ 48.9953	2.75%	-	\$ 50.3427	
FOP	Police - Uniformed	128	\$ 48.9953	2.75%	-	\$ 50.3427	
FOP	Police - Uniformed	149	\$ 48.9953	2.75%	-	\$ 50.3427	
FOP	Police - Uniformed	155	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	183	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	166	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	173	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	111	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	170	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	181	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	176	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	177	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	178	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	182	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	179	\$ 45.3661	2.75%	-	\$ 46.6137	
FOP	Police - Uniformed	185	\$ 43.0978	2.75%	-	\$ 44.2830	Increase 7/14/20 to 46.6137 (Step 5)
FOP	Police - Uniformed	186	\$ 40.8293	2.75%	-	\$ 41.9521	Increase 1/5/20 to \$44.2830 (Step 4)
FOP	Police - Uniformed	187	\$ 40.8293	2.75%	-	\$ 41.9521	Increase 1/5/20 to \$44.2830 (Step 4)
FOP	Police - Uniformed	188	\$ 40.8293	2.75%	-	\$ 41.9521	Increase 1/5/20 to \$44.2830 (Step 4)
FOP	Police - Uniformed	189	\$ 38.5614	2.75%	-	\$ 39.6218	Increase 9/12/20 to \$41.9521 (Step 3)
FOP	Police - Uniformed	190	\$ 38.5614	2.75%	-	\$ 39.6218	Increase 9/12/20 to \$41.9521 (Step 3)
FOP	Police - Uniformed	191	\$ 36.2930	2.75%	-	\$ 37.2911	Increase 4/24/20 to \$39.6218 (Step 2)
FOP	Police - Uniformed	192	\$ 36.2930	2.75%	-	\$ 37.2911	Increase 4/24/20 to \$39.6218 (Step 2)
FOP	Police - Uniformed	193	\$ 36.2930	2.75%	-	\$ 37.2911	Increase 4/24/20 to \$39.6218 (Step 2)
FOP	Police - Uniformed	194	\$ 34.0246	2.75%	-	\$ 34.9603	Increase 4/23/20 to \$37.2911 (Step 1) and 10/23/20 to \$39.6218 (Step 2)
FOP	Police - Uniformed	195	\$ 34.0246	2.75%	-	\$ 34.9603	Increase 4/23/20 to \$37.2911 (Step 1) and 10/23/20 to \$39.6218 (Step 2)
FOP	Police - Uniformed	199	\$ 34.0246	2.75%	-	\$ 34.9603	Increase 4/23/20 to \$37.2911 (Step 1) and 10/23/20 to \$39.6218 (Step 2)
FOP	Police - Uniformed	197	\$ 34.0246	2.75%	-	\$ 34.9603	Increase 4/23/20 to \$37.2911 (Step 1) and 10/23/20 to \$39.6218 (Step 2)
FOP	Police - Uniformed	198	\$ 34.0246	2.75%	-	\$ 34.9603	Increase 4/23/20 to \$37.2911 (Step 1) and 10/23/20 to \$39.6218 (Step 2)

Radnor Township, PA
2020 Wage and Salary Schedule
Effective January 1, 2020

Position Classification	Department	Emp#	2019 Hourly Rate	%Δ	\$Δ	2020 Hourly Rate	Notes
RATE	Police - Civilians	11	\$ 34.0659	2.75%	-	\$ 35.0027	
RATE	Police - Civilians	232	\$ 36.8370	2.75%	-	\$ 37.8500	
Non-Union	Police - Civilians	225	\$ 40.9276	2.75%	-	\$ 42.0531	
Non-Union	Police - Civilians	8	\$ 31.3670	2.75%	-	\$ 32.2296	
Non-Union	Administration	15	\$ 98.6374	0.00%	-	\$ 98.6374	
Non-Union	Administration	17	\$ 44.6002	2.75%	-	\$ 45.8267	
Non-Union	Administration	16	\$ 41.2088	2.75%		\$ 42.3420	
Non-Union	Recreation & Comm. Prog.	506	\$ 59.3883	2.75%	-	\$ 61.0215	
Non-Union	Recreation & Comm. Prog.	509	\$ 36.0603	2.75%	-	\$ 37.0520	
Non-Union	Recreation & Comm. Prog.	507	\$ 28.5082	2.75%	-	\$ 29.2922	
Non-Union	Recreation & Comm. Prog.	613	\$ 20.8800	0.00%		\$ 20.8800	Increase 1/2/20 to \$22.5300
Non-Union	Community Development	32	\$ 59.3882	2.75%	-	\$ 61.0214	
Non-Union	Community Development	37	\$ 39.5192	2.75%	-	\$ 40.6060	
Non-Union	Community Development	42	\$ 25.4052	2.75%	-	\$ 26.1038	
Non-Union	Community Development	Vacant	\$ 43.0000	0.00%	-	\$ 43.0000	Vacant Position Amount is "up to" limit
Non-Union	Community Development	33	\$ 41.2088	2.75%	-	\$ 42.3420	
RATE	Community Development	306	\$ 40.0360	2.75%	-	\$ 41.1370	
RATE	Community Development	35	\$ 38.3423	2.75%	-	\$ 39.3967	
Non-Union	Engineering	319	\$ 80.1952	2.75%	-	\$ 82.4006	
Non-Union	Engineering	9	\$ 37.0879	0.00%		\$ 37.0879	Increase 5/14/20 to \$38.4615
RATE	Engineering	302	\$ 49.1356	2.75%	-	\$ 50.4868	
RATE	Engineering	305	\$ 27.8403	2.75%	-	\$ 28.6059	
Non-Union	Finance	21	\$ 90.6450	2.75%	-	\$ 93.1377	
Non-Union	Finance	29	\$ 69.5877	2.75%	-	\$ 71.5014	
Non-Union	Finance	230	\$ 26.3016	2.75%	-	\$ 27.0249	
Non-Union	Finance	36	\$ 50.0266	2.75%	-	\$ 51.4023	
Non-Union	Finance	26	\$ 43.7340	2.75%	-	\$ 44.9367	
Non-Union	Finance	40	\$ 46.5578	2.75%	-	\$ 47.8381	
Non-Union	Information Tech.	18	\$ 38.1294	2.75%	-	\$ 39.1780	
Non-Union	Public Works	337	\$ 52.3629	2.75%	-	\$ 53.8029	
Non-Union	Public Works	338	\$ 41.7422	2.75%	-	\$ 42.8901	
Non-Union	Public Works	Vacant	\$ 40.0000	0.00%	-	\$ 40.0000	Vacant Position Amount is "up to" limit
RATE	Public Works	502	\$ 38.3423	2.75%	-	\$ 39.3967	
RATE	Public Works	339	\$ 37.7547	2.75%	-	\$ 38.7930	
RATE	Public Works	340	\$ 30.8250	2.75%	-	\$ 31.6727	
RATE	Public Works	538	\$ 36.0928	2.75%	-	\$ 37.0854	
RATE	Public Works	333	\$ 36.1965	2.75%	2.0046	\$ 39.1965	Position Change Promotion
RATE	Public Works	361	\$ 35.1548	2.75%	-	\$ 36.1216	
RATE	Public Works	435	\$ 35.1548	2.75%	-	\$ 36.1216	
RATE	Public Works	332	\$ 33.9480	2.75%	-	\$ 34.8816	
RATE	Public Works	529	\$ 33.2944	2.75%	-	\$ 34.2100	
RATE	Public Works	522	\$ 33.0770	2.75%	-	\$ 33.9866	
RATE	Public Works	570	\$ 33.0770	2.75%	-	\$ 33.9866	
RATE	Public Works	440	\$ 33.0770	2.75%	-	\$ 33.9866	

Radnor Township, PA
2020 Wage and Salary Schedule
Effective January 1, 2020

Position Classification	Department	Emp#	2019 Hourly Rate	%Δ	\$Δ	2020 Hourly Rate	Notes
RATE	Public Works	461	\$ 33.0770	2.75%	-	\$ 33.9866	
RATE	Public Works	331	\$ 32.4190	2.75%	-	\$ 33.3105	
RATE	Public Works	442	\$ 35.1548	2.75%	-	\$ 36.1216	
RATE	Public Works	346	\$ 33.5123	2.75%	-	\$ 34.4339	
RATE	Public Works	462	\$ 33.5123	2.75%	-	\$ 34.4339	
RATE	Public Works	443	\$ 33.5123	2.75%	-	\$ 34.4339	
RATE	Public Works	409	\$ 33.5123	2.75%	-	\$ 34.4339	
RATE	Public Works	533	\$ 33.5123	2.75%	-	\$ 34.4339	
RATE	Public Works	479	\$ 33.5123	2.75%	-	\$ 34.4339	
RATE	Public Works	450	\$ 32.3379	2.75%	-	\$ 33.2272	
RATE	Public Works	485	\$ 27.7136	2.75%	-	\$ 28.4757	
RATE	Public Works	285	\$ 23.6250	0.00%	-	\$ 23.6250	Increase 5/5/20 to \$24.9375 (18 mo) and 11/5/20 to \$26.2500 (24 mo)
RATE	Public Works	494	\$ 27.7136	2.75%	-	\$ 28.4757	
RATE	Public Works	456	\$ 32.1363	2.75%	-	\$ 33.0200	
RATE	Public Works	229	\$ 32.1362	2.75%	-	\$ 33.0199	
RATE	Public Works	344	\$ 32.1979	2.75%	-	\$ 33.0833	
RATE	Public Works	301	\$ 23.6250	0.00%	-	\$ 23.6250	Increase 4/29/20 to \$24.9375 (18 mo) and 10/29/20 to \$26.2500 (24 mo)
RATE	Public Works	436	\$ 32.1348	2.75%	-	\$ 33.0185	
RATE	Public Works	496	\$ 23.6250	0.00%	-	\$ 23.6250	Increase 2/6/20 to \$24.9375 (18 mo) and 8/6/20 to \$26.2500 (24 mo)
RATE	Public Works	469	\$ 32.2825	0.00%	-	\$ 21.0000	Vacant Position (Retirement) 2020 Amount is PW New Hire Starting Rate
RATE	Public Works	433	\$ 32.2793	2.75%	-	\$ 33.1670	
RATE	Public Works	434	\$ 32.4843	2.75%	-	\$ 33.3776	
RATE	Public Works	760	\$ 26.2500	2.75%	-	\$ 26.9719	
RATE	Public Works	536	\$ 35.1548	2.75%	-	\$ 36.1216	
RATE	Public Works	438	\$ 33.9480	2.75%	-	\$ 34.8816	
RATE	Public Works	535	\$ 33.9480	2.75%	-	\$ 34.8816	
RATE	Public Works	575	\$ 33.2944	2.75%	-	\$ 34.2100	
RATE	Public Works	342	\$ 33.0770	2.75%	-	\$ 33.9866	
RATE	Public Works	755	\$ 32.1974	2.75%	-	\$ 33.0828	
RATE	Public Works	746	\$ 32.1974	2.75%	-	\$ 33.0828	
RATE	Public Works	498	\$ 21.0000	0.00%	-	\$ 21.0000	Increase 3/30/20 to \$22.3125 (6 mo) and 9/30/20 to \$23.6250 (12 mo)
RATE	Public Works	537	\$ 32.2825	2.75%	-	\$ 33.1703	
RATE	Public Works	764	\$ 26.2500	2.75%	-	\$ 26.9719	
RATE	Public Works	572	\$ 32.2046	2.75%	-	\$ 33.0902	Increase 1/21/20 to \$33.1402 for 15 Years of Service per CBA
RATE	Public Works	550	\$ 32.1974	2.75%	-	\$ 33.0828	
RATE	Public Works	474	\$ 32.1935	2.75%	-	\$ 33.0788	
RATE	Public Works	437	\$ 35.1548	2.75%	-	\$ 36.1216	
RATE	Public Works	525	\$ 33.0770	2.75%	-	\$ 33.9866	
RATE	Public Works	543	\$ 33.0770	2.75%	-	\$ 33.9866	

Radnor Township, PA
2020 Wage and Salary Schedule
Effective January 1, 2020

Position Classification	Department	Emp#	2019 Hourly Rate	%Δ	2020 Hourly Rate	Notes
Part-Time	Finance	22	\$ 32.3061	2.75%	\$ 33.1945	
Part-Time	Finance	28	\$ 30.0000	2.75%	\$ 30.8250	
Part-Time	Finance	10	\$ 17.4411	2.75%	\$ 17.9207	
Part-Time	Finance	295	\$ 17.4411	2.75%	\$ 17.9207	
Part-Time	Finance	7	\$ 17.4411	2.75%	\$ 17.9207	
Part-Time	Information Tech.	220	\$ 30.1418	2.75%	\$ 30.9707	
Part-Time	Information Tech.	43	\$ 17.9479	2.75%	\$ 18.4415	
Part-Time	Community Development	34	\$ 40.0000	0.00%	\$ 40.0000	
Part-Time	Community Development	Vacant	\$ 20.0000	0.00%	\$ 20.0000	
Part-Time	Community Development	Vacant	\$ 15.0000	0.00%	\$ 15.0000	
Part-Time	Public Works	419	\$ 15.8300	2.75%	\$ 16.2653	
Part-Time	Public Works	766	\$ 14.3500	2.75%	\$ 14.7446	
Part-Time	Public Works	Vacant	\$ 13.3575	2.75%	\$ 13.7248	
Part-Time	Public Works	Vacant	\$ 13.3575	2.75%	\$ 13.7248	
Part-Time	Police - Civilian	217	\$ 40.0000	2.75%	\$ 41.1000	
Part-Time	Police - Civilian	298	\$ 16.0000	2.75%	\$ 16.4400	
Part-Time	Police - Civilian	280	\$ 16.0000	2.75%	\$ 16.4400	
Part-Time	Police - Civilian	284	\$ 16.4400	2.75%	\$ 16.8921	
Part-Time	Police - Civilian	289	\$ 16.4400	2.75%	\$ 16.8921	
Part-Time	Police - Civilian	297	\$ 17.4411	2.75%	\$ 17.9207	
Part-Time	Police - Civilian	278	\$ 17.4411	2.75%	\$ 17.9207	
Part-Time	Police - Civilian	292	\$ 17.4411	2.75%	\$ 17.9207	
Part-Time	Police - Civilian	294	\$ 17.4411	2.75%	\$ 17.9207	
Part-Time	Police - Civilian	275	\$ 17.4411	2.75%	\$ 17.9207	
Part-Time	Police - Civilian	276	\$ 16.0800	0.00%	\$ 16.0800	
Part-Time	Police - Civilian	228	\$ 17.4411	2.75%	\$ 17.9207	
Part-Time	Police - Civilian	296	\$ 17.4411	2.75%	\$ 17.9207	
Part-Time	Police - Civilian	277	\$ 17.4411	2.75%	\$ 17.9207	
Part-Time	Police - Civilian	299	\$ 17.4411	2.75%	\$ 17.9207	

Radnor Township, PA

**2020 Wage and Salary Schedule - Recreation and Community Programming Department Day Camp Seasonal Wage Ranges by Position
For the Year Beginning January 1, 2020**

Radnor Day Camp 2020 - Seasonal Staff Pay Ranges by Position					
Position	# of Projected Positions*		Minimum Per Hour Pay		Maximum Per Hour Pay
Director	1	\$	15.00	\$	25.00
Assistant Director	1	\$	11.00	\$	18.00
Aquatics Coordinator	1	\$	15.00	\$	25.00
Specialty Coordinator**	7	\$	10.00	\$	25.00
Special Needs Support Staff	15	\$	10.00	\$	18.00
Lifeguard/Swim Instructor	6	\$	9.00	\$	15.00
Leader II	12	\$	8.50	\$	15.00
Leader I	12	\$	8.00	\$	12.00

* Positions are hired commensurate to camp enrollment, generally estimated at 220 participants.

**Specific role responsibilities for Camp Specialty Coordinators are subject to change.

General Information:

1. All positions are filled through an interview/evaluation process that starts in January with specific screening procedures.
2. Position pay rates and qualifications vary based on tenure, experience, and special certifications.
3. Some returning staff receive minimal wage increases and vary based on qualifications and performance.
4. Staff members sometimes fulfill roles in other areas such as assisting with community events or running other programs.

ORDINANCE NO. 2019 - 15

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 Definitions

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

(4) TOWNHOUSE

A dwelling on a lot 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 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 100 feet at building setback line*

*Minimum lot width
for each townhouse 30 feet*

Minimum yards:

Front-(from curb line) 25 feet

*Side (between buildings) 25 feet aggregate, 10 feet minimum
(between buildings), 25 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: Lisa Borowski
Title: President

ATTEST: _____
Robert A. Zienkowski, Secretary

RESOLUTION NO. 2019-125
A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, AWARDED
CONTRACT #B-19-012, EMLLEN TUNNELL PARK
COMFORT STATION INSTALLATION

WHEREAS, Radnor Township strives to provide its park system in a manner that adds to the overall quality of life for residents; and

WHEREAS, Radnor Township has designated the appropriate funding for the comfort station installation at Emlen Tunnell Park; and

WHEREAS, the Township has solicited sealed bids for the construction of the comfort station installation; and

WHEREAS, Barclay Design and Construction submitted the sole proposal for this construction contract.

NOW, THEREFORE, be it **RESOLVED** that the Board of Commissioners of Radnor Township does hereby award Contract #B-19-012, Emlen Tunnell Park Comfort Station Installation as follows:

Barclay Design and Construction	\$350,000.00
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SO RESOLVED this 9th day of December, 2019.

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Robert A. Zienkowski
Township Manager/Secretary

Radnor Township

PROPOSED LEGISLATION



DATE: December 3, 2019

TO: Board of Commissioners

FROM: Tammy Cohen, Director of Recreation & Community Programming

CC: Robert Zienkowski, Township Manager
William White, Assistant Township Manager/Finance Director
Stephen F. Norcini, P.E., Township Engineer

LEGISLATION: Resolution #2019-125 Awarding Contract #B-19-012, Emlen Tunnell Park Comfort Station Installation.

LEGISLATIVE HISTORY: Ordinance 2015-18 – Township Parks and Trail Improvements

PURPOSE AND EXPLANATION: Request is being made to award Contract #B-19-012, Emlen Tunnell Park Comfort Station Installation. This project will entail all the components related to the installation of the comfort station at Emlen Tunnell Park. This will include assembly of the pre-engineered structure that has been purchased by the Township for this project, all related site work and grading, building accessibility, and the installation of the utility services for sewer, water and electric.

This project will include the addition of a new comfort station at Emlen Tunnell Park that will greatly enhance the experience for the park's many users. In particular, the comfort station amenity will provide a facility within the park that positively impacts health and hygiene. The comfort station development at Emlen Tunnell Park has been a long-awaited project by members of the community, including the youth sports organizations that utilize the athletic fields for many months during the year, along with the Garrett Hill Community neighbors who frequent the park on a regular basis to utilize the walking path and playground. The building will also provide a small concession area and storage of which will be operated primarily by Radnor Wayne Little League. The building will comply with the ADA (American Disabilities Act) and the current standards for structural and safety, per the Universal Construction Code as well as the recommendations of the Consumer Product Safety Commission.

IMPLEMENTATION SCHEDULE: Upon award, a schedule for the comfort station installation will be developed with the contractor. It is anticipated that the project will begin immediately in December 2019.

FISCAL IMPACT: The entire cost of the Emlen Tunnell Park Comfort Station Installation has been budgeted and approved under the Township Capital Plan/Bond Issue for Park Improvements per Ordinance 2015-18.

Barclay Design and Construction

\$350,000.00

RECOMMENDED ACTION: I would like to respectfully request that the Board to approve Resolution #2019-125 Awarding Contract #B-19-012, Emlen Tunnell Park Comfort Station Installation to Barclay Design and Construction in the amount of \$350,000.00.

RESOLUTION NO. 2019-127

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, AWARDED
THE RENEWABLE ENERGY AND CONSERVATION PLANNING SERVICES
CONTRACT TO PRACTICAL ENERGY SOLUTIONS, INCORPORATED, IN THE
AMOUNT OF \$39,530**

WHEREAS, Radnor Township has committed to 100% clean renewable energy by 2035, and 100% renewable energy for heat and transportation by 2050.

WHEREAS, a Request For Proposals was issued for qualified consultants to provide the development of a plan that would enable the Township to achieve 100% clean renewable energy by 2035, and 100% renewable energy for heat and transportation by 2050, in a fair, equitable, and inclusive transition process.

WHEREAS, the Radnor 100/Green Team has reviewed said proposals, and request the contract be awarded to Practical Energy Solutions

WHEREAS, this project is listed in the 2020 Manager's Recommended Radnor Township Budget. If so approved by the Board of Commissioners, the effective date of the contract will be January 1, 2020

NOW, THEREFORE, be it **RESOLVED** by the Board of Commissioners of Radnor Township does hereby Award the Renewable Energy and Conservation Planning Services Contract to Practical Energy Solutions in the Amount of \$39,530, with an effective date of January 1, 2020.

SO RESOLVED this 9th day of December, A.D., 2019

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Robert A. Zienkowski
Manager/Secretary

Radnor Township

PROPOSED LEGISLATION

DATE: December 2, 2019

TO: Radnor Township Board of Commissioners

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

CC: Robert A. Zienkowski, Township Manager
William M. White, Assistant Township Manager/Finance Director
Radnor Ready 100/Green Team

LEGISLATION: Resolution 2019-127: Award of the Renewable Energy and Conservation Planning Services Contract to Practical Energy Solutions, Incorporated, in the Amount of \$39,530

LEGISLATIVE HISTORY: On February 22nd, 2019, the Board of Commissioners passed a resolution committing to 100% clean renewable energy by 2035, and 100% renewable energy for heat and transportation by 2050. The contract before the Commissioners is to aid in achieving these goals.

PURPOSE AND EXPLANATION: A request for Proposals (RFP) was issued for qualified consultants to provide the development of a plan that would enable the Township to achieve 100% clean renewable energy by 2035, and 100% renewable energy for heat and transportation by 2050, in a fair, equitable, and inclusive transition process. A copy of the RFP is attached for your convenience.

The Ready 100 Team reviewed the proposals, created a short list of consultants, and interviewed the firms. The Ready for 100 Team has recommended award of the contract to Practical Energy Solutions.

IMPLEMENTATION SCHEDULE: *Understanding that this item is in the 2020 Budget, the Township cannot incur costs on this contract until 2020. The effective date of the contract will be January 1, 2020.*

Pending Board of Commissioners approval, in January of 2020, a requisition will be entered into our accounting system. The work under the proposal is to be completed within 120 days of the date of the executed contract.

FISCAL IMPACT: This project cost, \$39,530, is to be funded by the General Fund. The bid tabulation is as follows:

Renewable Energy & Conservation Planning Services RFP Bid Tabulation	
Consultant	Base Bid
Practical Energy Solutions, Inc.	*\$32,780
Krug Resources Group	\$66,935.00
ProtoGen, INC.	\$69,000.00
Mondre Energy, Inc.	\$80,000.00
*The Ready for 100 Team requested additional focus group meetings and deliverables from the consultant. The additional scope of work increased the price to \$39,530.	

RECOMMENDED ACTION: *The Ready 100/Green Team respectfully requests the Board of Commissioners Award the Renewable Energy and Conservation Planning Services Contract to Practical Energy Solutions in the Amount of \$39,530, with an effective date of January 1, 2020.*

Enclosure: Renewable Energy and Conservation Planning Services Request For Proposals

ADVERTISEMENT

REQUEST FOR PROPOSALS RADNOR TOWNSHIP DELAWARE COUNTY, PA

REQUEST FOR PROPOSALS for RENEWABLE ENERGY AND CONSERVATION PLANNING SERVICES

Radnor Township is soliciting Proposals from qualified firms to provide energy conservation and renewable energy planning services within the Township.

Proposals must be submitted electronically by 10:00 a.m. EST on September 16, 2019, via Penn BID. Bid prices must be submitted using the online Bid Form on Penn BID (www.pennbid.net). All other forms of bid price submission will not be accepted. Bidders may submit price quite(s) by clicking on the "Bid: tab and providing the quote(s) in the area provided. Bids may be updated or withdrawn any time prior to the bid due date and time as stated in the Advertisement. All questions must be submitted via Penn BID.

The Radnor Township Board of Commissioners reserves the right to waive any informalities and reject any or all proposals, or parts thereof, for any cause permitted by law, as it deems in the best interest of the Township.

Any and all costs of preparing Proposals (including site visits where needed) shall be the responsibility of the Respondent.

Proposals Due:	September 16, 2019
Pre-proposal meeting	August 28, 2019, at 10:00 a.m.
Closing date of questions:	September 9, 2019, by 12 noon

**Robert Zienkowski, Township Manager
Radnor Township
301 Iven Avenue
Wayne, PA 19087**

General Overview

Request for Proposals

Radnor Township is soliciting Proposals from qualified consulting firms (“Respondents”) to provide professional planning services which will identify and recommend energy conservation and renewable energy options within the area of Radnor Township. A detailed description of the overall work to be performed is provided in the “Scope of Work” section of this document.

Background

On February 22, 2019, the Radnor Township Board of Commissioners passed a resolution committing to 100% clean renewable electricity by 2035 and 100% renewable energy for heat and transportation by 2050 within the Township.

Radnor Township is a mature Philadelphia suburban community of approximately 32,000 residents in northwest Delaware County. The township has a total area of 13.8 square miles. Parks and dedicated open space make up approximately 5% of the land (410 acres) and public - school districts comprise approximately 2% of the land (185 acres). Radnor Township is bisected east to west by Rt. 30/Lancaster Avenue and the SEPTA Regional Rail transportation corridors, with the Norristown High Speed trolley line traversing the eastern portion of the township. Interstate Route 476 bisects the township north to south.

According to the 2017 U.S. Census estimate for the township, there was a total of 9,557 households. There is a mix of single-family houses on a range of property sizes, and a considerable proportion of apartment and condominium units. Fifty-seven percent of the population was estimated to be employed in 2017, with median income per household being \$111,607 and the median per capita income being \$55,201.

The institutional land uses include: 4 universities, several private schools and other educational institutions, a public-school district with 5 campuses, and several medical and other non-profit institutions. There are multiple corporate office complexes. Municipal buildings include the Radnor Township Municipal Building and Police Department, three public works facilities, the Radnor Memorial Library, the Wayne Senior Center, and additional recreational related facilities. The largest commercial district is located in Wayne, and consists largely of small, independent businesses and medical offices. There are additional, smaller commercial areas to the east and west. There is no heavy industry.

Radnor Township is a Township of the First Class and has Home Rule status. Pennsylvania is also a deregulated utility state, meaning that every public, private, and commercial consumer must choose the provider of its electric and gas energy.

Scope of Agreement

The selected Respondent will be required to provide all labor, supervision, materials, supplies, transportation, equipment, and services necessary to complete all tasks and submit all deliverables in accordance with the terms and conditions of the Scope of Work.

Submission Procedure and Proposed Content

Proposals must be submitted electronically by 10:00 a.m. on September 16, 2019 EST, via Penn BID. Bid prices must be submitted using the online Bid Form on Penn BID (www.pennbid.net). All other forms of bid price submission will not be accepted. Bidders may submit price quite(s) by clicking on the "Bid: tab and providing the quote(s) in the area provided. Bids may be updated or withdrawn anytime prior to the bid due date and time as stated in the Advertisement. All questions must be submitted via Penn BID.

All Proposals must include a cover letter indicating the Respondent's name, primary contact person, address, telephone number, and email address.

Additional Information

All questions must be submitted via Penn BID. The Radnor Township Board of Commissioners reserves the right to waive any informalities and reject any or all proposals, or parts thereof, for any cause permitted by law, as it deems in the best interest of the Township. Radnor Township reserves the right to reject any and all Proposals. The Proposals will be evaluated by a Radnor Township review team and several Respondents may be invited to be interviewed.

Any and all costs of preparing Proposals (including site visits where needed) shall be the responsibility of the Respondent.

Limitations

A response to a comment, question, or request regarding this RFP does not imply any commitment on behalf of Radnor Township or any of its officials, employees, or agents. Evaluation and acceptance of any Proposal will take place after all Proposals have been received by the deadline.

Scope of Work

Radnor Township seeks the development of a plan that would enable it to achieve 100% renewable electricity by 2035 and 100% renewable energy for all uses, including transportation and heating, by 2050 within the Township through a fair, equitable, and inclusive transition process.

Energy Transition Plan: The deliverable pursuant to this RFP is a customized and achievable Energy Transition Plan for the area of Radnor Township. The transition process described in the Plan must also demonstrate a commitment to equity, affordability, and access for all members of the Radnor Township community.

The Energy Transition Plan is to be developed for the entire Township area, addressing all sectors of the community (public, private, commercial, non-profit, and residential). Development of the Plan will require an understanding of, and demonstrate consideration of, current and anticipated technological solutions for energy use, as well as the barriers to, legal implications of, and potential financial models for energy conservation and renewable energy implementation.

The Energy Transition Plan shall identify energy conservation and renewable energy strategies that are achievable within the economic and regulatory context in Pennsylvania. Scaling up energy conservation and efficiency is expected to empower the transition to 100% clean energy by making the transition more feasible and cost effective.

The Plan shall be developed in close coordination with the Radnor Township Green Team and designated Township staff.

Essential elements of the Plan shall include:

- Assessment of the current and foreseeable federal, state, and local regulatory framework for energy generator and utility operations, particularly regarding renewable energy in Pennsylvania. Such assessment shall include consideration of the status of any proposed changes to energy regulations and provide an analysis and recommendations concerning the impact of federal, state and local energy regulations and policies on energy conservation and transition strategies;
- Identification of the current energy use landscape of the Radnor community, including baseline consumption by sector and source of energy;
- Identification and engagement with key stakeholders in the community on planning for energy conservation and renewable energy transition strategies. Examples of key stakeholders include private businesses, public and private educational institutions, healthcare institutions, renewable energy providers, non-governmental organizations, and other relevant parties within the area. The Township will create a focus group of key stakeholders. The Consultant will schedule and lead focus group meetings.
- Assessment and identification of energy conservation and efficiency approaches and their economic incentives, with initial priority to be given to opportunities to reduce energy load in municipal facilities, and for stakeholder categories.
- Assessment of potential local renewable energy generation and energy storage opportunities; noting the technology proposed and geographical location of storage.

- Evaluation of the potential for collaboration with other entities, public and private, for energy conservation and efficiency measures and the procurement and programming of renewable energy resources.
- Quantification and assessment of financial and other economic impacts and opportunities from energy conservation and renewable energy transition strategies for all stakeholders. Identify potential sources of grant funding.
- Development of educational and outreach materials related to the Plan or Plan development process, with topics including but not limited to: conservation of energy and energy efficiency strategies ranging from commercial use to individual use; opportunities and costs of using renewably-sourced energy. Prepare web postings as well as information for direct mailings.
- An analysis of the greenhouse gas emission reduction trajectory that will be achieved by implementation of the Plan; and
- A Plan for phasing implementation of energy conservation, energy efficiency, renewable energy, and energy storage strategies into short, medium and long-term goals, with early emphasis on energy conservation and efficiency upgrades to municipal facilities and the associated near-term cost savings.

Meeting Requirements:

- a. Kick off meeting with the Green Team and Township staff (assume 2 hours)
- b. Meeting with Stakeholder focus group
- c. (3) meetings with the Green Team and stakeholders, at 25%, 75% and draft 100% completion of the deliverables (assume 2 hours per meeting)
- d. (1) presentation to the Board of Commissioners (assume 2 hours)

Deliverables

- The final deliverable pursuant to this RFP is a customized and achievable Energy Transition Plan for the area of Radnor Township
- Other key deliverables, as detailed in the Scope of Services, include:
 - a. Assessment of the current and for-see-able regulatory framework for energy generator and utility operations;
 - b. Identification of the current energy use landscape of the Radnor community;
 - c. Report out on engagement with selection of key community stakeholders on planning for energy conservation and renewable energy transition strategies;

- d. Assessment and identification of energy conservation and efficiency approaches and their economic incentives;
- e. Assessment of potential local renewable energy generation and energy storage opportunities;
- f. Evaluation of potential for collaboration with other entities on energy transition planning and initiatives;
- g. Quantification and assessment of financial and other economic impacts and opportunities from energy conservation and renewable energy transition strategies;
- h. Development of educational and outreach materials on topics related to the energy transition plan elements. Preparation for the Web and as mailer.
- i. Projection of the greenhouse gas emission reduction trajectory associated with the implementation of the Plan;
- j. A planned, phased approach to implementation of the Plan strategies;
- k. Kick-off and subsequent meetings with the Green Team at progress intervals;
- l. Presentation of energy transition plan to Radnor Township Board of Commissioners.
- m. Ten hard copies, plus a copy on a flash drive.

Note: Contract completion of the Energy Transition Plan by the consultant is anticipated to be within 120 days of execution of the contract (as shown below in Anticipated Schedule of Bidding Process).

Insurance Requirements

- 1. Workers compensation insurance
- 2. Public & Professional Liability
 - a. Comprehensive Liability, each occurrence: \$1,000,000 Insurance
 - b. Personal Injury, \$100,000 each person, \$1,000,000 per occurrence
- 3. Vehicular Insurance
 - a. Bodily injury, each person, \$100,000, per occurrence, \$1,000,000
 - b. Property Damage, each occurrence, \$1,000,000
- 4. Professional: Errors & Omissions

Compensation

The consultant may be compensated on an hourly basis with an established not-to-exceed cost for each individual assignment or a lump sum fee. The proposed staff, estimated hours, reimbursable and any other costs shall be established through mutual agreement between the consultant and Radnor Township. Once a contract is fully executed and the exact scope of work

is approved by Radnor Township, the consultant shall proceed with the project, invoicing Radnor Township on a monthly basis based on the actual staff-hours charged to the project and reimbursables. The invoice should document all staff-hours charged and description of project progress. The Proposal may suggest a phased deliverable with specified costs. Provide a spreadsheet with the estimated hours of project personnel.

Anticipated Schedule of Bidding and Execution Process

- | | |
|---|--------------------|
| • Request For Proposal Advertised | August 1, 2019 |
| • Pre-Proposal Meeting | August 28, 2019 |
| • Closing Date for Questions (via Penn BID) | September 9, 2019 |
| • Proposals Due, via Penn BID | September 16, 2019 |
| • Anticipated Award at the Board of Commissioners Meeting | October 21, 2019 |
| • Anticipated Notice to Proceed (NTP) | November 4, 2019 |
| • Project Completion Date | February 18, 2019 |

Proposal Format

Proposals must be submitted in a format that allows for uniform review and easy access to information by the Evaluation Committee. Proposals should be clear and concise, with substantive portions of the Proposal limited to 20 pages (single-sided). Additional pages shall be allowed for staff resumes, references and other general proposal information). Emphasis should be placed on the specific qualifications of each person who will actually provide the services and the firm's ability to manage such services. To assist in the evaluation process, the Proposal shall contain at least the following information:

Transmittal Letter and Signature Page

Provide a brief cover letter stating the firm's commitment to provide the services described in this RFP, including a brief narrative describing the firm, its history, and data describing the firm's size.

Basic Qualifications

- Describe the firm's experience with energy conservation, renewable energy, and sustainability planning and energy policy efforts at the community or local government level;
- Provide a complete list with brief descriptions of the firm's recent energy conservation, renewable energy, and sustainability planning projects at the community or local government level;
- Provide information describing the firm's knowledge of and experience with coordinating with utilities and renewable energy providers;
- Provide a description of the firm's experience with energy policy, implementation or development of emerging strategies or approaches to promote or enable use of renewable energy, and the applicable regulatory context of energy policy and renewable energy projects in Pennsylvania, including knowledge and coordination with the Pennsylvania

Public Utilities Commission or other regulatory entity and/or coordination with local governments or community groups in support of legislative goals;

- Provide examples of the firm's experience coordinating with relevant government agencies or other organizations with key knowledge of energy regulations, energy efficiency, and renewable energy policy and implementation;
- Explain the firm's knowledge or experience with funding or financing for initiatives that encourage widespread adoption of renewable energy that could be incorporated into the plan.

Staff Qualifications

- Provide an overview of the qualifications of your project manager and key project staff, including any anticipated sub-consultants; including identification of appropriate personnel with detailed knowledge of renewable energy or sustainability planning and detailed knowledge of the regulatory context of energy policy and renewable energy in Pennsylvania and/or personnel with experience coordinating with the PA PUC;
- Describe who will perform the various tasks, what will be their level of involvement and responsibilities, and their qualifications for this specific task;
- Include resumes of individuals who will perform the various tasks; and indicate the location of the office that agent(s) will work out of while services are performed.

Approach to Project

- Include a statement describing how you would approach this project and how you will work with the members of the project team;
- Describe the firm's approach to completing the essential renewable energy plan elements identified in the Scope of Work

Examples of Work

Provide specific example(s) of the firm's local/municipal renewable energy or sustainability plan development projects prepared for municipal or other government clients. Where available, online links to example plans/documents should be provided for reference during Proposal review. Provide references applicable for the scope of work, along with contact information.

Proposal Review

The Green Team will lead the proposal review process, in coordination with Radnor Township staff. The team may re-interview one or more groups during the process. The Green Team will select a preferred proposal in consultation with Radnor Township staff and present their recommendation for consideration to the Radnor Township Board of Commissioners.

Proposals will be evaluated based on: the completeness of the proposal; basic qualifications of the organization regarding energy conservation and efficiency; knowledge of federal, state, county and township energy regulations; staff qualifications; the firm's approach to working with

members of the Green Team; the firm's approach to completing the scope of work, and; examples of relevant work.

Optional: Presentations may be arranged either in person or via webinar at the discretion of the Evaluation Committee.

RESOLUTION NO. 2019-128

**A RESOLUTION OF RADNOR TOWNSHIP,
DELAWARE COUNTY, PENNSYLVANIA,
AUTHORIZING THE PAYMENT OF CHANGE ORDERS 1, 2, 3 & 4 FOR THE
SKUNK HOLLOW SANITARY SEWER TRUNK LINE REPLACEMENT PROJECT
(CONTRACT # B-19-008), TO MAYFIELD SITE CONTRACTORS, INC.,
IN THE AMOUNT OF \$52,633.63**

WHEREAS, Radnor Township has incurred change orders to the original contract price due to unforeseen conditions, as part of the Skunk Hollow Sanitary Sewer Trunk Line Replacement project

WHEREAS, the tabulation of the Change Orders 1 - 4 is as follows:

Skunk Hollow Sanitary Sewer Trunk Line Replacement Project Change Orders		
CO #	Description/Explanation	Cost
1	Location of Verizon duct bank & determination of impact on the start of construction	\$4,720.56
2	Removal of two dead trees	7,764.75
3	Installation of an additional manhole near Little Darby Creek and connection to the sewer replacement for an existing lateral serving the Ardrossan development	20,808.10
4	Installation of an additional manhole near Saw Mill Road and connection to the sewer replacement for an existing lateral serving a residence	19,340.22
TOTAL		\$52,633.63

NOW, THEREFORE, be it **RESOLVED** by the Board of Commissioners of Radnor Township does hereby Authorize the payments of Change Orders 1 - 4 for the Skunk Hollow Sanitary Sewer Trunk Line Replacement Project, to Mayfield Site Contractors, Inc., in the amount of \$52,633.63.

SO RESOLVED this 9th day of December, A.D., 2019.

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Robert A. Zienkowski
Manager/Secretary

Radnor Township

PROPOSED LEGISLATION

DATE: December 3, 2019

TO: Radnor Township Board of Commissioners

FROM: Dennis P. Capella, Engineering Project Manager

CC: Robert A. Zienkowski, Township Manager
William M. White, Finance Director/Assistant Manager
Stephen F. Norcini, P.E., Township Engineer

LEGISLATION: Resolution #2019-128: Authorizing the Payment of Change Orders 1, 2, 3 & 4 for the Skunk Hollow Sanitary Sewer Trunk Line Replacement Project (Contract # B-19-008), to Mayfield Site Contractors, Inc., in the amount of \$52,633.63.

LEGISLATIVE HISTORY: These specific change orders have not been before the Commissioners previously.

PURPOSE AND EXPLANATION: During the process of construction of the Sewer Replacement project, unforeseen issues were identified and had to be addressed to avoid delays and future problems or issues. A summary of the change orders follows:

Skunk Hollow Sanitary Sewer Trunk Line Replacement Project Change Orders		
CO #	Description/Explanation	Cost
1	Location of Verizon duct bank & determination of impact on the start of construction: Upon preparation for work near Saw Mill Road, a utility was identified that was not on the original plans. The actual location of the utility duct bank, determined to be that of Verizon, had to be determined as well as the impact on the project initiation.	\$4,720.56
2	Removal of two dead trees: Two dead trees were identified near the sewer replacement alignment near Saw Mill Road, which were considered a hazard risk to the installation of the replacement sewer.	7,764.75
3	Installation of an additional manhole near Little Darby Creek and connection to the sewer replacement for an existing lateral serving the Ardrossan development: A lateral serving the Ardrossan development was not on the original plans and requires connection to the sewer replacement. Upon further review, the existing lateral also requires asbestos pipe handling.	20,808.10
4	Installation of an additional manhole near Saw Mill Road and connection to the sewer replacement for an existing lateral serving a residence: Upon inspection of existing manholes prior to the start of construction, the lateral serving the residence was identified and requires a connection to the sewer replacement.	19,340.22
TOTAL		\$52,633.63

IMPLEMENTATION SCHEDULE: Pending Board of Commissioners approval, a requisition will be entered into the financial system, and the Change Orders will be signed.

FISCAL IMPACT: This project is to be funded by capital fund.

RECOMMENDED ACTION: *Staff respectfully requests the Board of Commissioners of Radnor Township to authorize the payments of Change Orders 1 - 4 for the Skunk Hollow Sanitary Sewer Trunk Line Replacement Project, to Mayfield Site Contractors, Inc., in the amount of \$52,633.63.*

Reports of Standing Committees of the Board

New Business

Old Business

Public Participation

Adjournment