

BOARD OF COMMISSIONERS

Revised 10/8/18

AGENDA

Monday, October 8, 2018 - 6:30 PM

Pledge of Allegiance

Notice of Executive Session preceding the Board of Commissioners meeting of October 8, 2018

1. Consent Agenda

- a) Disbursement Review & Approval
- b) Approval of minutes of the Board of Commissioner meeting September 24, 2018
- c) HARB
 - **UPDATED** HARB-2018-05 – 309 Midland Avenue – Demolish Garage and building new garage. Continued from the September 5, 2018 meeting.
 - HARB-2018-08 – 224 Upland Way – Enclose existing rear/side porch.
 - HARB-2018-09 – 108 Owens Lane – Take down existing garage entirely and re-build a new masonry/wood frame garage.
- d) Resolution #2018-106 – Acknowledging the Receipt and Accounting of the 2018 State Pension Aid, in the amount of \$726,080.22
- e) Resolution #2018-107 – Authorizing the purchase and installation of security cameras for the Brookside Parking Lot of the Radnor Trail, in the amount of \$12,949
- f) Resolution #2018-105 - Approving the Disposition of Specific Township Records
- g) Resolution #2018-108 - Award of Contract for Line Striping of Township Roads to Guidemark, Incorporated
- h) Motion to Authorize to receive sealed bids for gasoline and diesel fuel
- i) Resolution #2018-109 – Engaging JJ White, Incorporated for the replacement of a Township Building Water Source Heat Pump at a price of \$12,000
- j) Resolution #2018-110 - Authorization for the Engineering Department to Receive Sealed Bids for the Conestoga Road Tunnel Lighting Project

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

3. ***Presentation of the Colors***

4. Recognition of Retired Radnor Police Officers

5. Recognition of Radnor Police Officer

6. Committee Reports

PERSONNEL & ADMINISTRATION

A. Conditional Offer of Employment to Five (5) Potential Radnor Township Police Officers

B. Promotions within the Radnor Township Police Department

C. ***Retiring of the Colors***

~~D. ***Willows Park Mansion Project & Willows Park Preserve Update***~~

E. Resolution #2018-81 – Engaging Gannett Fleming Valuation and Rate Consultants LLC to serve as Asset Evaluation and Consultant and Engineer as it relates to the exploration and discussion of the Township's Sanitary Sewer System

- F. Resolution #2018-111 - Engaging PFM Financial Advisors, LLC to serve as Independent Process Consultant and Financial Advisor as it relates to the exploration and discussion of the Township's Sanitary Sewer System

FINANCE & AUDIT

- G. 2019 Budget Calendar – Board to provide any special meeting dates
- H. Resolution #2018-112 – Authorizing the reduction of Police Officer contributions to their pension plan from 5% to 3% for the calendar year 2018 for Officers hired before January 1, 2013
- I. Ordinance #2018-12 – **[Introduction]** Amending the Police Pension Ordinance
- J. Ordinance #2018-11 – **[Adoption]** Amending Chapters §235 and §246 of the Township Code combining the Sanitary Sewer Rent and Stormwater Fee, decreasing the Sanitary Sewer Rent interest, and extending the payment period from April 1 to May 31

PUBLIC WORKS & ENGINEERING

- K. Resolution #2018-113 - Awarding the Contract for the Design of the Wootton Road Storm Sewer Repair to T&M Associates, in the Amount of \$16,000
- L. Acceptance of the 2018 Multimodal Transportation Fund Application Project ID 2018-06-23-172

PUBLIC SAFETY

COMMUNITY DEVELOPMENT

PARKS & RECREATION

LIBRARY

PUBLIC HEALTH

New Business

- Discussion Amending Ordinance #2013-15 - Establishing a User Fee for Stormwater Collection and Management (*Requested by Commissioner Abel and Commissioner Larkin*)
- Discussion – Filipone Ballfield (*Requested by Commissioner Abel*)
- Discussion of the Villanova University Stadium lighting (*Requested by Commissioner Farhy*)
- Discussion of the Pedestrian Accident on Lancaster and Blackfriar (*Requested by Commissioner Farhy*)

Old Business

Public Participation

Adjournment

***RADNOR TOWNSHIP
DISBURSEMENTS SUMMARY
October 8, 2018***

The table below summarizes the amount of disbursements made since the last public meeting held on September 24, 2018. 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.

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

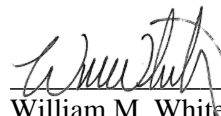
Fund (Fund Number)	2018-9C September 21, 2018	2018-9D September 28, 2018	Total
General Fund (01)	\$809,970.79	\$81,870.64	\$891,841.43
Sewer Fund (02)	32,878.08	27,993.59	60,871.67
Storm Sewer Management (04)	3,519.00	3,492.50	7,011.50
Capital Improvement Fund (05)	103,089.27	4,706.77	107,796.04
Police Pension Fund (07)	875.00	0.00	875.00
OPEB Fund (08)	122,858.99	0.00	122,858.99
The Willows Fund (23)	2,293.44	0.00	2,293.44
Debt Service Fund (24)	0.00	520.81	520.81
Total Accounts Payable Disbursements	\$1,075,484.57	\$118,584.31	\$1,194,068.88
<i>Electronic Disbursements</i>	n/a	n/a	\$1,011,000.00
Grand Total	\$1,075,484.57	\$118,584.31	\$2,205,068.88

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 of 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 on a daily basis 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 October 22, 2018

Description	Account No.	Date	Purpose	Amount
Credit Card Revenue Fees - Estimated	Various Funds	10/10/2018	9/18 Credit Card Revenue Processing Fees	\$5,000.00 *
Payroll [Bi-Weekly] Transaction - Estimated	01-various	10/4/2018	Salaries and Payroll Taxes - General Fund	\$485,500.00
Payroll [Bi-Weekly] Transaction - Estimated	02-various	10/4/2018	Salaries and Payroll Taxes - Sewer Fund	\$17,500.00
Payroll [Bi-Weekly] Transaction - Estimated	01-various	10/18/2018	Salaries and Payroll Taxes - General Fund	\$485,500.00
Payroll [Bi-Weekly] Transaction - Estimated	02-various	10/18/2018	Salaries and Payroll Taxes - Sewer Fund	\$17,500.00
Period Total				\$1,011,000.00

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

<u>Original Estimate</u>			<u>Actual Amount</u>
\$485,500.00	9/20/2018	Salaries and Payroll Taxes - General Fund	\$527,214.27
\$17,500.00	9/20/2018	Salaries and Payroll Taxes - Sewer Fund	\$17,105.01
\$503,000.00			\$544,319.28
\$204,600.90	10/1/2018	Police Pension Payroll	\$204,600.90
\$155,410.53	10/1/2018	Civilian Pension Payroll	\$155,410.53
\$360,011.43			\$360,011.43

TOWNSHIP OF RADNOR
Minutes of the Meeting of September 24, 2018

The Radnor Township Board of Commissioners met at approximately 7:10 PM in the Radnorshire Room in the Radnor Township Municipal Building, 301 Iven Avenue, Wayne, PA 19087

Commissioners Present

<i>Lisa Borowski, President</i>	<i>Luke Clark, Vice-President (arrived at 8 PM)</i>	<i>Jake Abel</i>
<i>Richard Booker</i>	<i>Jack Larkin</i>	<i>John Nagle</i>
<i>Sean Farhy</i>		

Also Present: Peter Nelson, Township Solicitor; William White, Assistant Township Manager/Finance Director; Christopher Flanagan, Superintendent of Police; Steve Norcini, Township Engineer; Steve McNelis, Public Works Director; Tammy Cohen, Director of Recreation and Community Programming; Kevin Kochanski, Director of Community Development; Amy Kaminski, Traffic Engineer; Amy Lacey, Revenue Coordinator 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 preceding the Board of Commissioners meeting of September 24, 2018

There was an Executive Session Conference call on August 25, 2018 to discuss litigation and an Executive Session on September 24, 2018 where matters of Litigation, Real Estate and Personnel were discussed.

2. Recognition of Kim Crews Englehard, Garrett Hill July 4th Parade/Celebration Committee

Commissioner Farhy presented Kim Crews-Englehard with a Plaque of recognition for her hard work over the years with the Garrett Hill July 4th Parade and Celebration.

3. Recognition of Former Commissioner James C. Higgins

Commissioner Borowski presented past Commissioner Higgins with a plaque of appreciation for his years of service as a Board of Commissioner in Radnor Township. Mr. Higgins said a few brief words.

Consent Agenda

- a) Disbursement Review & Approval
- b) Acceptance of Department Monthly Reports
- c) Acceptance of Final Staff Traffic Committee Meeting Minutes – August 15, 2018
- d) Approval of minutes of the Board of Commissioner meeting August 13, 2018 and August 20, 2018
- e) ~~Resolution 2018-87 – Authorizing the Purchase of Veridesk Office Furniture from Veridesk LLC at a Cost of \$8,869.50~~
- f) Resolution #2018-88 - Authorizing the Award of the Annual Winter Road De-Icing Salt Contract
- g) Resolution #2018-89 - Awarding the contract for Tree Planting for the Big Tree Program
- h) ~~Resolution #2018-103 – Waiver Request, Ordinance #2005-11, Stormwater Management, Radnor TAP Trail~~
- i) ~~Resolution 2018-93 – Establishing the 2019 Minimum Municipal Obligation (“MMO”), subject to further amendment during the 2018 budget process~~
- j) Resolution #2018-96 - Approval of Supplemental Design and Survey Services to Simone Collins, Incorporated, Radnor TAP Trail

- k) Resolution #2018-101 - Authorizing Meliora Design to Provide Permitting, Design, and Bidding Documents for Stormwater Management at Arbor and Cumberland Places, in the Amount of \$26,065
- l) ~~Resolution #2018-102 - Authorizing the Execution of a Settlement Agreement with Officer William Derr and The Honorable Discharge of William Derr~~
 - m) HARB Certificates
 - HARB-2018-05 – 309 Midland Avenue – Demolish Garage and building new garage.
 - HARB-2018-07 – 310 N Wayne Avenue - Addition of 1st floor family room and 2nd floor bedroom. Garage renovation. Re-siding of whole house exterior
 - n) Resolution #2018-104 - PennDOT Master Castings Agreement

Items e, h, i and l were requested to be removed from the consent agenda.

Commissioner Larkin made a motion to approve excluding items e, h, i and l, seconded by Commissioner Nagle. Motion passed 5-0 with Commissioner Farhy out of the room and Commissioner Clark absent.

Resolution 2018-87 - Authorizing the Purchase of Veridesk Office Furniture from Veridesk LLC at a Cost of \$8,869.50

Tammy Cohen, Director of Recreation and Community Programming briefly explained the above resolution.

Commissioner Larkin made a motion to approve, seconded by Commissioner Farhy. Motion passed 6-0 with Commissioner Clark absent.

Resolution #2018-103 - Waiver Request, Ordinance #2005-11, Stormwater Management, Radnor TAP Trail

Steve Norcini and Peter Simone gave a background on the proposed resolution. There was a discussion amongst the Commissioners and Staff.

Commissioner Nagle made a motion to approve, seconded by Commissioner Farhy. Motion passed 4-2 with Commissioners Booker and Abel opposed and Commissioner Clark absent.

Resolution 2018-93 - Establishing the 2019 Minimum Municipal Obligation (“MMO”), subject to further amendment during the 2018 budget process

Mr. White gave a background on the above resolution and a brief conversation followed.

Commissioner Booker made a motion to approve, seconded by Commissioner Farhy. Motion passed 6-0 with Commissioner Clark absent.

~~Resolution #2018-102 - Authorizing the Execution of a Settlement Agreement with Officer William Derr and The Honorable Discharge of William Derr~~

Commissioner Larkin made a motion to approve, seconded by Commissioner Nagle. Motion passed 5-1 with Commissioner Booker opposed and Commissioner Clark absent.

4. Appointments to Various Boards and Commissions

Commissioner Borowski made a motion to appoint Bill Quinn to the Parks Board, seconded by Commissioner Farhy. Motion passed 6-0 with Commissioner Clark absent.

Commissioner Borowski made a motion to appoint Margaret Reinhart to the EAC, seconded by Commissioner Abel. Motion passed 6-0 with Commissioner Clark absent.

Commissioner Booker made a motion to appoint Jay Osterholm to CARFAC, seconded by Commissioner Abel. Motion passed 6-0 with Commissioner Clark absent.

5. Presentation to the Board of Commissioners of the Delaware County William H. Bates Award for Radnor Township/Clem Macrone Park

Tammy Cohen, Director of Recreation and Community Programming presented the Board of Commissioners with the William H. Bates Award for Clem Macrone Park.

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

Toni Bailey – She spoke regarding comments made by Commissioner Farhy referencing her concern with residents being able to contact the appropriate people if they have concerns about Former Commissioner Ahr.

Kelly Martin, Wayne – She thanked Commissioner Abel and Clark for calling the Public Safety meeting last week and was shocked at the asks from the Fire Departments which the responses from Commissioner Farhy shocked her. Also asked about the details of Executive session this evening.

Leslie, 414 Maplewood Avenue – She thanked the Commissioners and Planning Commission for their oversight of the project on Maplewood. The neighbors are still concerned about traffic on the street, the builder blocking the thru street, in and out access to remain a problem, parking on the street, zoning acceptations granted to the builder.

Roberta Winters – She commended Mr. Higgins and Kim Crews-Englehard for their recognitions this evening.

Michael Smith – He commented regarding recent citations he received.

Chris Welsh, Maplewood - Spoke to the proposed development Maplewood.

7. Committee Reports

PUBLIC SAFETY

A. Resolution #2018-94 - Establishing A Radnor Township Youth Aid Panel Consisting of Community Volunteers to Assist Juveniles Who Are First Time Offenders

There was a brief discussion amongst the Commissioners and Superintendent Flanagan. Representatives from Center for Resolutions were in attendance and discussed the program and answered questions from the Commissioners. There was a brief discussion amongst the Commissioners and staff.

Commissioner Larkin made a motion to approve, seconded by Commission Clark. Motion passed 6-1 with Commissioner Farhy opposed.

COMMUNITY DEVELOPMENT

B. Discussion and possible motion to authorize the Township Manager to enter into contract negotiations for an UCC and 3rd Party Services firm to assist the Community Development Department

There was a brief discussion amongst the Commissioners and staff. Commissioner Nagle made a motion to approve, seconded by Commissioner Larkin. Motion passed 6-1 with Commissioner Booker opposed.

FINANCE & AUDIT

C. Ordinance #2018-11 - [Introduction] Amending Chapters §235 and §246 of the Township Code combining the Sanitary Sewer Rent and Stormwater Fee, decreasing the Sanitary Sewer Rent penalty and interest, and extending the payment period by thirty (x30) days

Mr. White reviewed the proposed ordinance.

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

There was a discussion amongst the Commissioners and staff regarding the consolidation of the two bills.

Commissioner Larkin made a motion to amend the ordinance to read - *WHEREAS, to assist residents and businesses with the adjustment, that the combined billing cycle be increased from 30 days to 60 days, from April 1 to May 31, annually; and, as well as amending copying and pasting Section 1 to Section 3 (with section 3 beginning with the face amount of all user fee charges...)*, seconded by Commissioner Nagle.

Public Comment

Kelly Martin – She commented about how it is discussed of the meetings going on a long time and that it has been blamed on public comment, however it isn't always the public that drags the meetings out.

Commissioner Borowski called the vote on the amendment to the ordinance, motion passed 7-0.

Commissioner Borowski called the vote on the original motion as amended, motion passed 6-1 with Commissioner Booker opposed.

D. Resolution #2018-95 - Engaging PFM as Financial Advisor to provide services relating to a Sanitary Sewer Financing Transaction as budgeted in the 2018 budget and required due to emergency sewer replacement costs

Mr. White gave a brief background that the 2018 Budget included a \$3,500,000 line-item to account for this anticipated borrowing. The purpose is to borrow an amount (of roughly \$3.5M, or higher due to more unplanned capital costs in 2018) to pay for various emergency sanitary sewer replacement projects that have occurred in 2017 and 2018. These emergency projects were originally funded by fund balances in the General Fund. This borrowing will allow the Sanitary Sewer Fund to reimburse the General Fund for these projects. Failure to complete this transaction will result in General Fund balances to fall short of the Township's fund balance requirements. Moreover, these projects were sanitary sewer projects and should be funded by the Sewer Rent, which is paid by all properties on the system for these exact situations.

Commissioner Booker made a motion to approve, seconded by Commissioner Larkin. Motion passed 7-0.

PERSONNEL & ADMINISTRATION

E. Approval of Special Counsel for Radnor Memorial Library Litigation

Commissioner Clark made a motion to approve, seconded by Commissioner Abel. Motion passed 6-0 with Commissioner Larkin out of the room.

~~F. Willows Project Update~~

Removed from the Agenda

PUBLIC WORKS & ENGINEERING

G. Resolution #2018-99 - Authorizing the Township Manager to Execute Easement Agreements with the Pennsylvania Department of Transportation

Commissioner Clark made a motion to approve, seconded by Commissioner Nagle. Motion passed 7-0.

H. Resolution #2018-100 - 415 Maplewood Drive – Final – Preliminary Subdivision and Land Development Plans

Representatives for the applicant described the proposed project. There was an in-depth discussion amongst the Commissioners, staff and representatives for the project.

Commissioner Larkin made a motion to approve Resolution #2018-100 - 415 Maplewood Drive – Final – Preliminary Subdivision and Land Development Plans, seconded by Commissioner Abel.

There was a discussion amongst the applicant and the Commissioners.

Public Comment

Leslie, Maplewood - She spoke regarding her concerns of the development and the snow dumping.
Baron Gemmer – He commented regarding concerns he has with the proposed development (snow removal, impervious, set-backs and buffer).

Commissioner Borowski called the vote to approve, with the following conditions:

1. *The Applicant shall comply with the July 9, 2018 Gannett Fleming review letter.*
2. *The Applicant shall comply with the July 5, 2018 Gilmore and Associates review letter.*
3. *The Applicant shall comply with all other applicable ordinances with respect to sewage, stormwater management, zoning and building, and all county, state, and federal rules, regulations and statutes, including payment of all fees due the township including park and rec fees.*
4. *The Applicant shall execute Development and Financial Security Agreements and other agreements in a form and manner to be approved by the Township Solicitor.*
5. *In consideration of the waivers granted in paragraph 6, the Applicant shall provide improvements to Odorisio Park consisting of the following:*
 - a) *Grading and paving of the parking lot.*
 - b) *Construction of a comfort station pursuant to specifications agreed to between the Township and the Applicant.*
6. *In addition to the preliminary plan approval conditions the motion would also provide for the following SALDO waivers:*
 - a. *Section 255-27.C(1) - as to right-of-way and cartway width.*
 - b. *Section 255-27.A(5) and (6) - as to length of stub streets and dead-end streets.*

- c. *Section 255-27. (E)(1)- as to number of lots permitted to front on private streets.*
 - d. *Section 255-27.E (2)- as to cartway width.*
 - e. *Section 255-27.F (2)(a)- as to the minimum center-line radii for horizontal curves on local roads.*
 - f. *Section 255-27.H(6) - as to minimum curb radii at street intersections.*
 - g. *Section 255-27.B (3)(d)- as to sight distance.*
 - h. *Section 255-40.C (2) - as to access and circulation.*
 - i. *Section 255-27.I (7) - as to common driveway requirements.*
 - j. *Section 255-29.A (2)- as to designation of parking areas.*
7. *Such approval be conditioned upon absolutely no parking be allowed along the private drive providing access to the lots.*
 8. *That the applicant provides public access to bike trail*
 9. *The both garage spaces be kept open for automobiles parking not be converted to storage or living space.*
 10. *The applicant plant buffers in conforming with the zoning ordinance to the satisfaction of the Township.*

Commissioner Borowski called the vote, motion failed 3-4 with Commissioners Farhy, Borowski, Larkin and Nagle opposed.

Commissioner Larkin made a motion to deny, seconded by Commissioner Farhy based on the following:

1. *Failure to comply with all the comments and requirements set forth in the Gannett Fleming review letter, dated July 9, 2018. A copy of this July 9, 2018 letter is attached hereto and incorporated herein as Exhibit "A".*
2. *Failure to comply with all the comments and requirements set forth in the Gilmore & Associates, Inc. review letter, dated July 5, 2018. A copy of this July 5, 2018 letter is attached hereto and incorporated herein as Exhibit "B".*
3. *Failure to comply with the following requirements of the Code of the Township of Radnor:*
 - a. *Subsection 255-27.A(5) of the Code of the Township of Radnor prohibits dead-end streets, except as stubs to permit future street extension into adjoining tracts or when designed as a cul-de-sac. The Plans propose two dead-end streets without a cul-de-sac or a planned future extension in violation of this Subsection.*
 - b. *Subsection 255-27.A(6) of the Code of the Township of Radnor requires stub streets greater in length than one lot width have a turnaround designed to meet the standards required for a cul-de-sac and shall provide sufficient rights-of-way to permit the future extension of the street into the adjacent property. The Plans propose two stub streets greater in length than one lot width without the required turnarounds nor sufficient rights-of-way in violation of this Subsection.*
 - c. *Subsection 255-27.C(1) of the Code of the Township of Radnor requires a 60 foot right-of-way and 36 foot cartway for minor collector streets. Under Subsection 255-27.B(3)(d) of the Code*

of the Township of Radnor, Maplewood Avenue is classified as a minor collector street. The Plans fail to meet the required right-of-way and cartway width requirements for Maplewood Avenue.

- d. Subsection 255-27.C(1) of the Code of the Township of Radnor requires a 60 foot right-of-way and 28 foot cartway for local streets. Under Subsection 255-27.B(3)(d) of the Code of the Township of Radnor, Highland Avenue is classified as a local street. The Plans fail to meet the required right-of-way and cartway width requirements for Highland Avenue.*
- e. Subsections 255-27.C(1) and 255-36 of the Code of the Township of Radnor requires curbs along all minor collector and local streets. Under Subsection 255-27.B(3)(d) of the Code of the Township of Radnor, Maplewood Avenue is classified as a minor collector street and Highland Avenue is classified as a local street. The Plans fail to provide the required curbing along these streets.*
- f. Subsection 255-27.E(1) of the Code of the Township of Radnor prohibits more than five lots to front a private street. The Plans propose having 10 lots front on the proposed private street in violation of this Subsection.*
- g. Subsection 255-27.E(2) of the Code of the Township of Radnor requires private streets to have the right-of-way width and horizontal and vertical alignment consistent with the requirements for public streets. The Plans fail to meet the 28 foot cartway width requirement imposed upon local streets under Subsection 255-27.C(1) of the Code of the Township of Radnor.*
- h. Subsection 255-27.F(2)(a) of the Code of the Township of Radnor requires the minimum center-line radii for horizontal curves on local roads to be 150 feet. The proposed private road shown on the Plans fails to meet this requirement.*
- i. Subsection 255-27.H(6) of the Code of the Township of Radnor requires the minimum curb radii at street intersections to be 25 feet for local streets. The Plans fail to meet this requirement at the intersection of the proposed private road and Maplewood Avenue.*
- j. Subsection 255-27.I(7) of the Code of the Township of Radnor prohibits common driveways from providing access to more than three lots or three single-family dwellings. The proposed private road provides access to 10 single-family dwellings. If the proposed private road is viewed as a common driveway, then it violates this Subsection.*
- k. Subsection 255-28 of the Code of the Township of Radnor requires a stopping sight distance of 275 feet for minor collector streets. Under Subsection 255-27.B(3)(d) of the Code of the Township of Radnor, Maplewood Avenue is classified as a minor collector street. The Plans do not provide for a sight stopping distance of 275 feet at the intersection of the proposed private road and Maplewood Avenue in violation of Subsection 255-28.*
- l. Subsection 255-29.A(2) of the Code of the Township of Radnor Parking requires parking areas to be designed to permit each motor vehicle to proceed to and from the parking space provided for it without requiring the moving of any other motor vehicles. The Plans fail to comply with this Subsection by using parking areas to meet the Code's parking requirements which require the moving of one vehicle to allow another motor vehicle to proceed to and from other parking spaces.*

- m. *Subsection 255-29.A(3) of the Code of the Township of Radnor requires all parking spaces to be marked so as to provide for orderly and safe parking. The Plans fail to comply with this Subsection.*
- n. *Subsection 255-29.A(15) of the Code of the Township of Radnor requires all dead-end parking areas to be designed to provide sufficient backup area for the end stalls of a parking area. The Plans fail to comply with this Subsection by failing to provide sufficient backup areas for the proposed dead-end parking areas.*
- o. *Subsection 255-40.C(2) of the Code of the Township of Radnor requires the proposed access and circulation for fire-fighting and other emergency equipment, moving vans, fuel trucks, garbage collection, deliveries and snow removal to be planned for efficient operation and convenience. The Plans fail to comply with this Subsection by not providing adequate access and circulation for emergency equipment, garbage trucks, and other large vehicles throughout the site.*
- p. *Subsection 255-40.E(3) of the Code of the Township of Radnor requires all driveways to be paved and constructed in accordance with Township standards. The Plans propose pavers instead of paving for the unit driveways and thus fail to comply with this Subsection.*
- q. *Subsection 280-103.B(1) of the Code of the Township of Radnor requires two (2) off-street parking spaces for each dwelling unit and Subsection 280-4.B of the Code of the Township of Radnor defines a “parking space” as “[a]n outdoor space or a garage space used for parking motor vehicles, which shall measure not less than nine feet six inches by 20 feet....” The Plans fail to comply with these Subsections because driveway lengths for units 9 and 10 are less than 20 feet and thus do not meet the definition of parking spaces. Moreover, the Plans do not show the garages for these units are large enough to provide two code-compliant parking spaces.*

In addition to violating Subsection 255-27.I(7) of the Code of the Township of Radnor as listed in Paragraph 3.j above, if the private roadway is viewed as a driveway, the Plans violate Subsection 255-29.A(12)(b) of the Code of the Township of Radnor by proposing an entrance and exit drive of less than 25 feet in width and Subsection 255-29.A(21) of the Code of the Township of Radnor by failing to proposing curbing along the perimeter of the entire parking area proposed to serve the 10 dwelling units.

Commissioner Borowski called the vote, motion passed 4-3 with Commissioners Booker, Clark and Abel opposed.

- I. *Resolution #2018-90 - Awarding the Kirks Run Sanitary Sewer Encasement and Stream Bank Rehabilitation project, Contract #B-18-006, to Total Site Development, Incorporated, in the Amount of \$149,086.12*

Commissioner Nagle made a motion to approve, seconded by Clark. Motion passed 7-0.

- J. *Resolution #2018-91 - Awarding the Maplewood Avenue Storm Sewer Extension Project Contract #B-18-008, to Lechmanik in the Amount of \$84,260.31*

Commissioner Clark made a motion to approve, seconded by Commissioner Abel. Motion passed 7-0.

K. Resolution #2018-92 - Awarding North Wayne Field SWM Basin Repair and Cleaning Contract #B-18-010, to N. Abbonizio Contractors, Incorporated, in the Amount of \$669,000

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

There was a brief discussion amongst the Commissioners and staff.

Motion passed 6-0 with Commissioner Clark out of the room.

L. Resolution #2018-97 - Awarding the Matsonford Road Pedestrian Bridge Rehabilitation, Contract #B-18-005, to Professional Construction Contractors, in the Amount of \$553,990

Commissioner Clark made a motion to approve, seconded by Commissioner Farhy.

There was a brief discussion amongst the Commissioners and staff.

Motion passed 7-0.

M. Resolution #2018-98 - Awarding the Sproul Road (SR 0320) & Conestoga Road (SR 1019) Traffic Signal Installation Contract #B-18-007, to Lenni Electric Corporation, in the Amount of \$52,875.01

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

There was a brief discussion amongst the Commissioners and staff.

Motion passed 7-0.

Commissioner Farhy made a motion to extend the meeting by 30 minutes, seconded by Commissioner Abel. Motion passed 5-1 with Commissioner Booker opposed and Commissioner Nagle out of the room.

PARKS & RECREATION

LIBRARY

PUBLIC HEALTH

New Business

- Presentation: 2018 Valley Run Stream Assessment by Rettew Associates

Mark Metzler, RETTEW discussed the report which can be found in the meeting packet. There was a brief discussion amongst the Commissioners and RETTEW.

- Progress of the comfort station at Emlen Tunnell Park (Requested by Commissioner Farhy)

Tammy Cohen gave a progress update on the comfort station. There was consensus of the Board of Commissioners for Tammy to proceed to go back to the Radnor School District and bring more details back to the board to proceed with the project.

Commissioner Abel made a motion to extend to 11:40 PM, seconded by Commissioner Larkin. Motion passed 6-1 with Commissioner Nagle opposed.

- Recycling Program – (Requested by Commissioner Abel)

Commissioner Abel spoke regarding enhancing the recycling program within the Township parks with the help of the Radnor Conservancy and would like to use Bo Conner and Filipone Park as test areas for the fall. There was consensus of the Board to proceed.

Commissioner Abel spoke regarding a company called Curb My Clutter. Commissioner Nagle suggested that the Board direct staff to arrange for the company to present to the Environmental Advisory Committee and report back to the Board.

Public Comment

Sara Pilling – She spoke that by using this service you are taking items that help benefit veterans as well as wounded warriors.

Old Business

None

Public Participation

None

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

*Respectfully submitted,
Jennifer DeStefano*

CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board
Radnor Township, Pennsylvania



NAME OF OWNER: FINLEY DANIEL
OWNER ADDRESS: 309 MIDLAND AVE, WAYNE, PA 19087
ADDRESS OF PROPERTY: 309 MIDLAND AV , WAYNE PA 19087
APPLICATION NUMBER: HARB-2018-05

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

DEMOLISH GARAGE AND BUILD NEW GARAGE

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 with condition that the arched windows in the garage be square instead.

ISSUED: Monday, October 08, 2018

TOWNSHIP OFFICIAL

ACCEPTED BY APPLICANT

CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board
Radnor Township, Pennsylvania



NAME OF OWNER: DOUGHERTY PATRICK & JOANNE
OWNER ADDRESS: 224 UPLAND WAY, WAYNE, PA 19087
ADDRESS OF PROPERTY: 224 UPLAND WA , WAYNE PA 19087
APPLICATION NUMBER: HARB-2018-08

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

ENCLOSE EXISTING REAR/SIDE PORCH.

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, October 08, 2018

TOWNSHIP OFFICIAL

ACCEPTED BY APPLICANT

CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board
Radnor Township, Pennsylvania



NAME OF OWNER: ENRIGHT LESLIE
OWNER ADDRESS: 108 OWEN LN, WAYNE, PA 19087
ADDRESS OF PROPERTY: 108 OWENS LA , WAYNE PA 19087
APPLICATION NUMBER: HARB-2018-09

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

Take down existing garage entirely and re-build a new masonry/wood frame garage.

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, October 08, 2018

TOWNSHIP OFFICIAL

ACCEPTED BY APPLICANT

RESOLUTION 2018-106

A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, ACKNOWLEDGING THE RECEIPT AND ACCOUNTING OF THE 2018 GENERAL MUNICIPAL PENSION SYSTEM STATE AID

WHEREAS, The Commonwealth of Pennsylvania General Assembly, on December 18, 1984, adopted the Municipal Pension Plan Funding Standards and Recovery Act (Act 205 of 1984), which has been amended in part by Act 189 of 1990, Act 82 of 1988, Act 44 of 2009 and Act 51 of 2009; and

WHEREAS, Act 205 of 1984, as amended, requires the governing body of each Municipality throughout the Commonwealth to deposit the allocation of the General Municipal Pension System State Aid into the appropriate pension plans within thirty days to the date such aid is received; and

WHEREAS, In September 2018, Radnor Township received \$726,080.22 in such state pension aid from the Auditor General of the Commonwealth of Pennsylvania.

NOW, THEREFORE, it is hereby **RESOLVED** by the Radnor Township Board of Commissioners that the following is hereby approved:

1. The 2018 state pension aid shall be distributed to Radnor Township's two employee pension plans' and their respective agency fund accounts, as follows:

<i>Civilian Pension Plan</i> (69 units x 1 x \$4,684.3885)	<u>\$323,222.81</u>
<i>Police Pension Plan</i> (43 units x 2 x \$4,684.3885)	<u>\$402,857.41</u>
<i>Total State Pension Aid</i>	<u>\$726,080.22</u>

2. Other appropriations from the Township's General Fund and Sewer Fund shall be distributed to the respective plans' agency fund accounts in September 2018, in accordance with the Township's 2018 Minimum Municipal Obligation, as certified by Resolution 2017-108, and included in the Township's Fiscal Year 2018 Budget as follows:

<i>Civilian Pension Plan</i>	<u>\$1,256,777.19</u>
<i>Police Pension Plan</i>	<u>\$2,037,142.59</u>
<i>Total Net Township Pension Expense</i>	<u>\$3,293,919.78</u>

SO RESOLVED, this 8th day of October, A.D., 2018

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

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

Radnor Township



PROPOSED LEGISLATION

DATE: September 25, 2018

TO: Board of Commissioners

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

LEGISLATION: Resolution to formally memorialize the deposit of the 2018 General Municipal Pension System State Aid as required by State Law.

LEGISLATIVE HISTORY: On September 25, 2017 the Board of Commissioners adopted the calculations for the 2018 MMO via' Resolution #2017-108. Now, in accordance with State Law, the Board is required to acknowledge the receipt and accounting of their contribution amounts to offset the Township's portion of the 2018 MMO (see Fiscal Impact for more information).

PURPOSE AND EXPLANATION: Act 205 of 1984, as amended, requires the governing body of each municipality to deposit this allocation into the appropriate pension plans within thirty days of receipt and to pass a resolution memorializing said deposit and fund allocations.

FISCAL IMPACT: The 2018 Budget included an estimate of \$750,000 in State Pension Aid and the actual deposit is \$726,080.22. The table below reflects the 2018 pension contribution amounts (both budgeted and now actual):

	Civilian Plan	Uniform Plan
Sources:	Actual	Actual
State Aid	323,223	402,857
Township - General Fund	1,221,341	2,037,143
Township - Sewer Fund	35,436	-
Total Sources	\$ 1,580,000	\$ 2,440,000
Uses:		
2018 MMO Requirement	1,580,000	2,440,000
Total Uses	\$ 1,580,000	\$ 2,440,000

RECOMMENDED ACTION: This resolution is a requirement of the State. Therefore, the Administration recommends that the Board adopt it as written at the October 8, 2018 meeting.

**RESOLUTION 2018-107
RADNOR TOWNSHIP**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA AUTHORIZING THE PURCHASE AND INSTALLATION OF
SECURITY CAMERAS AT THE BROOKSIDE PARKING LOT OF THE
RADNOR TRAIL**

WHEREAS, Due to several incidents that have occurred at the Radnor Trail Brookside Parking Lot, the Board of Commissioners included this project as a priority; and

WHEREAS, This project will allow the Radnor Police Department to have access to recorded activity in the parking lot to assist in following up on complaints of criminal activity; and

WHEREAS, The Board of Commissioners included \$20,000 in the 2018 capital budget for this project.

NOW, THEREFORE, it is hereby *RESOLVED* that the Board of Commissioners of Radnor Township hereby authorizes the Township Manager to enter into agreements as follows in order to purchase and install the equipment and services needed to successfully implement this project:

Company	Amount
One Time:	
Spector Inc Two Camera Pods	\$7,760.00
Spector Inc Data Storage	\$1,400.00
Spector Inc Router	\$1,200.00
Charles & Higgins & Sons Inc Pole installation and Power supply	\$2,509.00
Subtotal of One-Time Costs	<u>\$12,869.00</u>
Monthly Costs:	
Verizon Sim Cars Monthly Plan	<u>\$79.98</u>
Subtotal of Monthly Costs	\$79.98

SO RESOLVED, at a duly convened meeting of the Board of Commissioners of Radnor Township conducted on this 8th day of October, A.D., 2018.

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

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

Radnor Township



PROPOSED LEGISLATION

DATE: October 1, 2018

TO: Board of Commissioners

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

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

LEGISLATION: A resolution authorizing the installation of security cameras at the Radnor Trail Brookside Parking Lot

LEGISLATIVE HISTORY: During the 2018 Budget adoption process, it was determined that this project was a priority and was included in the 2018 capital budget at \$20,000

PURPOSE AND EXPLANATION: This project will allow the Township to monitor activity through two (x2) high definition security cameras at the Radnor Trail Brookside Parking Lot. The project is the result of increased criminal activity at the parking lot and is needed to assist in the investigation of any future complaints that arise by being able to zoom and display car license plate numbers, clothing details, etc.

The cameras will record activity and then transmit the video data back to the Township Building, where it will be secured and stored in the same manner as other police related data. The videos are searchable, so if/when an incident occurs, the Police will find that period of time on the stored video data and use it appropriately.

It's important to note that no one will be actively monitoring these cameras and the activity going on.

FISCAL IMPACT: The 2018 Capital Budget includes \$20,000 for this purchase. The breakdown of the project includes the following costs:

One-Time Installation Costs:	
Two (x2) Camera Pods	\$7,760.00
PC w/ 12 Terabytes Storage	1,400.00
Cradlepoint Router	1,200.00
Installation of Two (x2) poles and power	2,509.00
Subtotal of One-Time Expenses	12,869.00
On-Going Monthly Costs:	
Verizon Sim Cards	79.99
Subtotal of On-Going Monthly Costs	79.98

RECOMMENDED ACTION: The Administration respectfully recommends approving the renewal at the October 8, 2018 Board meeting.

RESOLUTION NO. 2018-105

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, APPROVING THE DISPOSITION OF SPECIFIC TOWNSHIP
RECORDS**

WHEREAS, by virtue of Resolution 88-18 adopted July 11, 1988, the Township of Radnor declared its intent to follow the schedules and procedures for the disposition of records as set forth in the Municipal Records Manual approved December 16, 2008 and;

WHEREAS, in accordance with Act 428 of 1968, each individual act of disposition shall be approved by resolution of the governing body of the municipality;

NOW, THEREFORE, be it hereby **RESOLVED** that the Board of Commissioners of Radnor Township, Delaware County, Pennsylvania, in accordance with the above cited Municipal Records Manual, hereby authorizes the disposition of the following public records as detailed in Exhibit 'A' attached hereto.

SO RESOLVED, this 8th day of October, A.D. 2018.

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Robert A. Zienkowski, Secretary

Radnor Township



PROPOSED LEGISLATION

DATE: October 2, 2018

TO: Board of Commissioners

FROM: William M. White, Director of Finance

LEGISLATION: A motion authorizing the disposition of Township records in accordance with the Records Retention Policy.

LEGISLATIVE HISTORY: On July 11th, 1988, Radnor Township adopted Resolution 88-18 to follow the PA State approved schedules and procedures for the disposition of records, further revised and updated by the State as the Municipal Records Manual, approved December 16, 2008.

Incorporated in the manual is Act 428 of 1968, which states that each individual act of disposition shall be approved by resolution of the governing body of the municipality.

Township records were disposed on May 19, 2013 in accordance with the Records Retention Policy per by Resolution 2013-69 as approved by the Board of Commissioners on May 13, 2013.

Township records were also disposed on October 15, 2016 in accordance with the Records Retention Policy per by Resolution 2016-96 as approved by the Board of Commissioners on September 25, 2016.

PURPOSE AND EXPLANATION: Similar to the procedure followed in 2013 and 2016, Township staff inventoried and catalogued of all their department's Township records, both active and in storage. Each department identified from the inventory of records those that could be destroyed in accordance with the Municipal Records Manual. The proposed Resolution and accompanying Exhibit 'A' lists all of the records that are recommended for disposition in accordance with the State and Township's Municipal Records Manual.

The Administration will be hosting a Township-wide e-recycling and shredding event on Saturday, October 20, 2018 in the parking lot of the Township's Administration building. The event is open to all Township residents and will include the disposal of Township's records identified in Exhibit 'A' of Resolution 2018-105.

FISCAL IMPACT: There is no direct fiscal impact associated with the destruction of these documents.

RECOMMENDED ACTION: The Administration respectfully requests the Board of Commissioners to adopt this Resolution at the October 8th, 2018 regular Board of Commissioner meeting.

EXHIBIT 'A'
RADNOR TOWNSHIP RECORDS DISPOSITION LIST
RESOLUTION 2018-105 -- OCTOBER 8, 2018

FINANCE DEPARTMENT

2018			
Description of Records	Retention & Disposition Schedule Section No.	Retain	2018 Dispose (Yes/No/Empty)
2007-2010 Payroll Edits	PL-5	4 years; 2014 and forward	Yes
2012 Timesheets	PL-14	3 years; 2015 and forward	Yes
2010-2011 Time Sheets	PL-14	3 years; 2015 and forward	Yes
2008-2009 Time Sheets	PL-14	3 years; 2015 and forward	Yes
2006-2007 Time Sheets	PL-14	3 years; 2015 and forward	Yes
2010 Quarterly Payroll		7 years; 2011 and forward	Yes
2009 Real Estate Tax	FN-3	7 years; 2011 and forward	Yes
2010 A/P	FN-11	7 years; 2011 and forward	Yes
2010 A/P	FN-11	7 years; 2011 and forward	Yes
2011 Cash Reports - Jan to Aug	FN-12	3 years; 2015 and forward	Yes
2011 Cash Reports - Sept to Dec	FN-12	3 years; 2015 and forward	Yes
2010 Real Estate Tax	FN-3	7 years; 2011 and forward	Yes
2009 Interim Tax Assessments; 2010 RE Tax Payments for 1st American;			
2010 Rear Yard	FN-3	7 years; 2011 and forward	Yes
2010 Sewer Rent	FN-3	7 years; 2011 and forward	Yes
2010 Sewer Rent	FN-3	7 years; 2011 and forward	Yes
2010 Sewer Rent	FN-3	7 years; 2011 and forward	Yes
2010 Real Estate Tax	FN-3	7 years; 2011 and forward	Yes
2009 sewer rent aqua reports	FN-3	7 years; 2011 and forward	Yes
2009 sewer rent aqua reports + credits	FN-3	7 years; 2011 and forward	Yes
Sewer rent receipts 10-09/12-09	FN-3	7 years; 2011 and forward	Yes
2009 Sewer Certs	FN-3	7 years; 2011 and forward	Yes
2009 sewer rent monthly rec	FN-3	7 years; 2011 and forward	Yes
Sewer rent rec 1-08/APR 13	FN-3	7 years; 2011 and forward	Yes
Sewer rent rec April 13-24 2009	FN-3	7 years; 2011 and forward	Yes
Sewer Rent Rec 4/27/09-5/29/09	FN-3	7 years; 2011 and forward	Yes
Sewer Rent Rec 6-09/10-9	FN-3	7 years; 2011 and forward	Yes
2011 Sewer Rent #1	FN-3	7 years; 2011 and forward	Yes
2011 Sewer Rent #2	FN-3	7 years; 2011 and forward	Yes
2011 Sewer Rent #3	FN-3	7 years; 2011 and forward	Yes
2011 Sewer Rent #4	FN-3	7 years; 2011 and forward	Yes
2011 Sewer Rent #5	FN-3	7 years; 2011 and forward	Yes
2009 Bank Statements	FN-9	7 years; 2011 and forward	Yes
2009 Cash Receipts Dec	FN-12	3 years; 2015 and forward	
MISC Journal Vouchers	FN-9	7 years; 2011 and forward	Yes
2009 Cash Receipts May-July	FN-12	3 years; 2015 and forward	Yes
2009 Cash Receipts Jan-Apr	FN-12	3 years; 2015 and forward	Yes
2009 Cash Receipts Aug-Nov	FN-12	3 years; 2015 and forward	Yes
2008 Cash Receipts	FN-12	3 years; 2015 and forward	Yes

EXHIBIT 'A'
 RADNOR TOWNSHIP RECORDS DISPOSITION LIST
 RESOLUTION 2018-105 -- OCTOBER 8, 2018

FINANCE DEPARTMENT

2018			
Description of Records	Retention & Disposition Schedule Section No.	Retain	2018 Dispose (Yes/No/Empty)
2010 Journal Vouchers	FN-9	7 years; 2011 and forward	Yes
2010 Cash Receipts Oct-Dec	FN-12	3 years; 2015 and forward	Yes
2009 Cash Receipts + Journal Vouchers 1	FN-12	3 years; 2015 and forward	Yes
2009 Cash Receipts + Journal Vouchers 2	FN-12	3 years; 2015 and forward	Yes
2009 A/P	FN-11	7 years; 2011 and forward	Yes
2009 Sewer Rent	FN-3	7 years; 2011 and forward	Yes
2010 Cash Receipts Jan-Apr	FN-12	3 years; 2015 and forward	Yes
2nd Quarter LST 2012	TA-9	5 years; 2013 and forward	Yes
1st Quarter LST 2012 Exemption	TA-9	5 years; 2013 and forward	Yes
2009 A/P 1	FN-11	7 years; 2011 and forward	Yes
3rd Quarter LST 2012	TA-9	5 years; 2013 and forward	Yes
4th Quarter LST 2012	TA-9	5 years; 2013 and forward	Yes
2009 A/P 2	FN-11	7 years; 2011 and forward	Yes
2009 A/P 3	FN-11	7 years; 2011 and forward	Yes
2010 Cash Receipts May-Sept	FN-12	3 years; 2015 and forward	Yes
2010 Journal Vouchers	FN-9	7 years; 2011 and forward	Yes
2009 A/P 4	FN-11	7 years; 2011 and forward	Yes
2009 A/P 5	FN-11	7 years; 2011 and forward	Yes
2009 RE Tax Bills	FN-3	7 years; 2011 and forward	Yes
1997-1998 School Tax	FN-3	7 years; 2011 and forward	Yes
Real Estate Tax Certs 5/2012 to 1/2013	TA-2	2 years; 2016 and forward	Yes
Real Estate Tax Certs 4/11/2013 to 1/29/2015	TA-2	2 years; 2016 and forward	Yes
2013 Cash Reports Jan-Aug	FN-12	3 years; 2015 and forward	Yes
2013 Cash Reports Sep-Dec + Journal Vouchers	FN-12	3 years; 2015 and forward	Yes
2012 Cash Reports Jan-Aug	FN-12	3 years; 2015 and forward	Yes
2012 Cash Reports Sep-Dec + Journal Vouchers	FN-12	3 years; 2015 and forward	Yes
RTK 2013-2014	AL-46	2 Years; 2016 and forward	Yes
RTK 2012 and 2015	AL-46	2 Years; 2016 and forward	Yes
2014 Cash Reports Jan-Aug	FN-12	3 years; 2015 and forward	Yes
2014 Cash Reports Sep-Dec + Journal Vouchers	FN-12	3 years; 2015 and forward	Yes
Applicable inactive Act 511 business tax files for tax years 2012 and prior	TA-9	5 years; 2013 and forward	Yes

EXHIBIT 'A'
 RADNOR TOWNSHIP RECORDS DISPOSITION LIST
 RESOLUTION 2018-105 -- October 8, 2018

POLICE DEPARTMENT

2018			
2018 Description of Records	Retention & Disposition Schedule Section No.	Retain	2018 Dispose (Yes/No)
1996 CRIMINAL HISTORY/INVESTIGATORY CASE FILE	PO-8	Retain 20 years; 1998 and forward	Yes
1996 CRIMINAL HISTORY/INVESTIGATORY CASE FILE	PO-8	Retain 20 years; 1998 and forward	Yes
1997 CRIMINAL HISTORY/INVESTIGATORY CAS	PO-8	Retain 20 years; 1998 and forward	Yes
1996 CRIMINAL HISTORY/INVESTIGATORY CASE FILE		Retain 20 years; 1998 and forward	Yes
1997 CRIMINAL HISTORY/INVESTIGATORY CAS	PO-8	Retain 20 years; 1998 and forward	Yes
1997 CRIMINAL HISTORY/INVESTIGATORY CAS	PO-8	Retain 20 years; 1998 and forward	Yes
1997 CRIMINAL HISTORY/INVESTIGATORY CAS	PO-8	Retain 20 years; 1998 and forward	Yes
1997 CRIMINAL HISTORY/INVESTIGATORY CAS	PO-8	Retain 20 years; 1998 and forward	Yes
1985-1996 CRIMINAL HISTORY/INVESTIGATORY CASE FILE	PO-8	Retain 20 years; 1998 and forward	Yes
1997 CRIMINAL HISTORY/INVESTIGATORY CAS	PO-8	Retain 20 years; 1998 and forward	Yes
2015-2016 C. H. DISSEMINATION RECORDS	PO-9	Retain same length of time as case file	Yes
2012-2014 DAILY ACTIVITY REPORTS	PO-10	Retain 3 years; 2015 and forward	Yes
2017 - 2018 COMMUNITY RELATION FILES	PO-5	Retain as long as of administrative value	Yes
2013 CRIMINAL HISTORY DISSEMINATION	PO-9	Retain same length of time as case file	Yes
2002-2014 DAILY ACTIVITY REPORTS	PO-10	Retain 3 years; 2015 and forward	Yes
2013-2014 DAILY ACTIVITY REPORTS	PO-10	Retain 3 years; 2015 and forward	Yes
2013-2014 DAILY ACTIVITY REPORTS	PO-10	Retain 3 years; 2015 and forward	Yes

EXHIBIT 'A'
RADNOR TOWNSHIP RECORDS DISPOSITION LIST
RESOLUTION 2018-105 -- October 8, 2018

COMMUNITY DEVELOPMENT DEPARTMENT

2018			
Description of Records	Retention & Disposition Schedule Section No.	Retain	2018 Dispose (Yes or No)
2008-2010 Insurance certificates	PZ-7	7 years; 2011 and forward	Yes

RESOLUTION NO. 2018-108

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, AWARDING THE CONTRACT FOR LINE STRIPING OF
TOWNSHIP ROADS**

WHEREAS, the Public Works Department received a valid quotation for the striping of Township roadways

WHEREAS, the firm, Guidemark, Incorporated, submitted a proposal in the amount of \$17,176.80

NOW, THEREFORE, be it *RESOLVED* the Board of Commissioners of Radnor Township does hereby approve the award of the proposal, street line striping, to Guidemark, Incorporated in the amount of \$17,176.80

SO RESOLVED this 8th day of October, A.D., 2018

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Robert A. Zienkowski
Manager/Secretary

Radnor Township
PROPOSED LEGISLATION

DATE: October 8, 2018

TO: Radnor Township Board of Commissioners

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

FROM: Stephen McNelis, Director of Public Works

LEGISLATION: Resolution 2018-108: Award of the Contract for Line Striping of Township Roads

LEGISLATIVE HISTORY: The Public Works Department annually obtains quotations for line striping (long lines) on Township streets.

PURPOSE AND EXPLANATION: The Public Works Department received a valid price proposal from Guidemark, Inc. in the amount of \$17,176.80, to paint approximately 162,820 linear feet of yellow pavement markings on Township streets, as well as 250 LF of yellow gore markings, and 700 LF white lane lines, and 4,800 LF of yellow intersection lines. This work will be done in accordance with the Pennsylvania Department of Transportation requirements. Guidemark, Inc. will also supply performance, payment and maintenance bonds for the work.

IMPLEMENTATION SCHEDULE: the work is to be completed by the end of the year, weather permitting.

FISCAL IMPACT: Funding for this project is provided in the Liquid Fuels account: #03-439-4880.

RECOMMENDED ACTION: We respectfully request the Board of Commissioners approve Resolution 2018-108: Awarding the Contract for Line Striping of Township Roads in the amount of \$16,265.99.

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

E-Mail/Fax Quote**To:** Radnor Township**Attn:** Steve McNelis**Phone:** (610) 688-5600**From:** Bill Jefferson**E-Mail:** bjefferson@guidemarkinc.com**Fax #:** (610) 687-0201**Pages:** 1 Total Pages**Date:** September 17, 2018**Project:** Radnor Township Roads – 2018

(Various Roads)

Radnor Township, Delaware County, PA

Pavement Marking as per PennDOT spec., Traffic Zone Paint / Thermoplastic

Quote:**Pavement Marking:** All Long Lines - Waterborne Traffic Zone Paint, One Application.

All Short Lines – Hot Thermoplastic

Long Lines:

162,820 LF x 4" YEL. TYP (81,410 DYCL's) +/- @ \$ 0.09 / LF = \$ 14,653.80

700 LF x 6" WHT. TYP (Lane Lines / Skips) +/- @ \$ 0.13 / LF = \$ 91.00

250 LF x 24" YEL. Thermoplastic (Gore Markings) +/- @ \$ 8.00 / LF = \$ 2,000.00

Intersection Lines:

4,800 LF x 4" YEL. TYP (2400 DYCL's) +/- @ \$ 0.09 / LF = \$ 432.00

Unit Pricing Total = \$ 17,176.80

Any Layout, if required, an additional \$ 0.02 / LF x 4" Line will apply.

Thank You,

Signature


Bill Jefferson

Radnor Township
PROPOSED MOTION

DATE: October 8, 2018

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

LEGISLATION: Motion to Authorize the receipt of sealed bids for the Gasoline and Diesel Fuel Contract

LEGISLATIVE HISTORY: The Public Works Department annually bids for the purchase of 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, Community Development vehicles, Administration 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. All fuel bids are to be based upon the Oil Price Information Service (OPIS) for Philadelphia weekly (5 day) average which is published by OPIS every Monday, for each fuel type, and is comprised of prices up to and including those of the previous Thursday.

IMPLEMENTATION SCHEDULE: Pending Board of Commissioner approval, a Purchase Order will be processed, and the new supplier's contract will begin January 1, 2019.

FISCAL IMPACT: Funding for this project is provided in the various department accounts for fuel.

RECOMMENDED ACTION: I respectfully request the Board of Commissioners authorize the Public Works Department to receive sealed bids for gasoline and diesel fuel.

**RESOLUTION NO. 2018-109
RADNOR TOWNSHIP, PA**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, APPROVING THE EMERGENCY EXPENDITURE OF
\$12,000 FOR THE REPLACEMENT OF ONE WATER SOURCE HEAT PUMP
AT THE TOWNSHIP BUILDING**

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

WHEREAS, on September 29, 2018 one of the HVAC heat pump units at the Township Building failed, requiring immediate repair at a cost of \$12,000; and

NOW, THEREFORE, be it hereby *RESOLVED* that the Board of Commissioners of Radnor Township does hereby approve the emergency expenditure of \$12,000 to JJ White Incorporated for the replacement of one water source heat pump.

SO RESOLVED, at a duly convened meeting of the Board of Commissioners of Radnor Township conducted on this 8th day of October, 2018.

RADNOR TOWNSHIP

BY: _____
Name: Lisa Borowski
Title: President

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

Radnor Township



PROPOSED LEGISLATION

DATE: September 29, 2018

TO: Board of Commissioners

FROM: William White, Assistant Township Manager / Finance Director

LEGISLATION: Resolution 2018-109 approving the emergency expenditure of \$12,000 for replacement of one water source heat pump to one of the Township Building's HVAC units.

LEGISLATIVE HISTORY: There is no history to this Resolution

PURPOSE AND EXPLANATION: This work is necessary to replace a broken water source heat pump on the HVAC unit that provides service to the Police Detective area of the Township Building.

The Township received two quotes for this service as follows:

- JJ White, Inc | \$12,000.00
- Elliott-Lewis | \$14,630.00

FISCAL IMPACT: The cost of \$12,000 will be charged to the General Fund / Building & Grounds / Township Building repair & maintenance expense line item. This is a standalone expense, with no further impacts.

RECOMMENDED ACTION: The Administration respectfully recommends approval of this Resolution at the October 8, 2018 meeting.

RESOLUTION NO. 2018-110
A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, AUTHORIZING THE
ENGINEERING DEPARTMENT TO RECEIVE SEALED
BIDS FOR THE CONESTOGA ROAD TUNNEL LIGHTING
PROJECT

WHEREAS, the Township is responsible to bring the lighting of the Conestoga Road Tunnel up to current standards

WHEREAS, Gannett Fleming, Incorporated has prepared plans and bidding documents to bring the tunnel's lighting to current standards

NOW, THEREFORE, be it *RESOLVED* by the Board of Commissioners of Radnor Township does hereby Authorize the Engineering Department to Receive Sealed Bids for the Conestoga Road Tunnel Lighting Project.

SO RESOLVED this 8th day of October, A.D., 2018

RADNOR TOWNSHIP

By: _____


Name: Lisa Borowski

Title: President

ATTEST: _____

Robert A. Zienkowski
Manager/Secretary

Radnor Township
PROPOSED LEGISLATION

DATE: October 3, 2018
TO: Radnor Township Board of Commissioners
FROM: Stephen F. Norcini, P.E., Township Engineer 
CC: Robert A. Zienkowski, Township Manager
William M. White, Assistant Township Manager/Finance Director

LEGISLATION: **Resolution #2018-110: Authorization for the Engineering Department to Receive Sealed Bids for the Conestoga Road Tunnel Lighting Project**

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

PURPOSE AND EXPLANATION: This project entails lighting the underpass (tunnel) on Conestoga Road, just east of Locust Grove Terrace. This project was triggered by litigation surrounding a cyclist accident in the tunnel, and during that process it was determined that the Township is responsible for the lighting in the tunnel. The design put forth in the bidding documents brings the tunnel lighting up to current standards and meets the Pennsylvania Department of Transportation requirements.

IMPLEMENTATION SCHEDULE: Pending Board of Commissioners approval, the project will be posted on the Penn BID ebidding site in the shortly after approval.

FISCAL IMPACT: This project is noted in the 2018 Capital Plan and will be funded by this account.

RECOMMENDED ACTION: I respectfully request the Board of Commissioners Authorization for the Engineering Department to Receive Sealed Bids for the Conestoga Road Tunnel Lighting Project.

Enclosures: Resolution # 2018-110
Plan Set

Recognition of Retired Radnor Police Officers

Recognition of
Radnor Police Officer

Public Participation

Conditional Offer of
Employment to Five (5)
Potential Radnor Township
Police Officers

Consideration of
Promotions within the
Radnor Township Police
Department

Willows Park Mansion
Project & Willows Park
Preserve Update

**RESOLUTION 2018-81
RADNOR TOWNSHIP**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA. ENGAGING GANNETT FLEMMING VALUATION AND
RATE CONSULTANS LLC (“GFVRC”) TO SERVE AS ASSET EVALUATION
CONSULTANT AND ENGINEER**

WHEREAS, the Board of Commissioners wishes to begin the public process to explore and evaluate the position of the Township’s sanitary sewer system; and

WHEREAS, the Board of Commissioners wishes to ensure that future discussions are supported by expert information as it relates to the size, age, condition, and value of the sanitary sewer system; and

WHEREAS, the Pennsylvania State Legislature passed Act 12 of 2016 which, among other things, provides an updated framework for valuing wastewater systems to allow for the voluntary use of a “fair market” appraisal which incorporates cost, market, and income approaches, provided that the wastewater system is owned by a municipal corporation who is considering selling to another entity that is regulated by the Pennsylvania Public Utility Commission; and

WHEREAS, Gannett Fleming has provided engineering related services to the Township for years and has delivered work of the highest standards; and

WHEREAS, Gannett Fleming has been provided similar engineering services in various other successful wastewater sales in Pennsylvania, representing both the seller(s) and purchaser(s); and

NOW, THEREFORE, it is hereby **RESOLVED** that the Board of Commissioners of Radnor Township hereby engages Gannett Fleming Valuation and Rate Consultants LLC to provide Section 1329 Engineer’s Assessment Services and Utility Valuation Expert Services in an amount not to exceed \$75,000.

SO RESOLVED, at a duly convened meeting of the Board of Commissioners of Radnor Township conducted on this 8th day of October, A.D., 2018.

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

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

Radnor Township



PROPOSED LEGISLATION

DATE: October 2, 2018

TO: Board of Commissioners

FROM: Robert A. Zienkowski, Township Manager

LEGISLATION: A Resolution engaging Gannett Fleming Valuation and Rate Consultants LLC to serve as asset evaluation consultant and engineer as it relates to the position of the Township's sanitary sewer system.

LEGISLATIVE HISTORY: There is no prior legislative history on this topic

PURPOSE AND EXPLANATION: Included on the October 8 agenda are two related resolutions: (1) To engage Gannett Flemming as asset evaluation consultant and engineer, and (2) to engage PFM as independent process consultant and financial advisors. Both resolutions will formalize a team of subject matter experts as it relates to the exploration of the Township's sanitary sewer system. Ultimately, the Board of Commissioners and Township Administration wants to ensure that this public exploration of the sanitary sewer system includes information based on expertise, and the engagement of these two firms achieves that.

Gannett Flemming, in addition to already serving the Township as consulting engineers, has also represented both seller and buyer in other wastewater system transactions. Further, they are one of the few engineering firms authorized by the State to perform system valuations. Their deliverable service associated with this resolution will be a complete system inventory and FMV estimation.

PFM has represented many municipalities in their evaluation of their wastewater systems. They bring expert experience in rate analysis, system financing options, system RFQ's / RFP's, and an overall understanding of the process by which other municipalities evaluated their systems.

FISCAL IMPACT: The cost of the Gannett Flemming work is estimated to be \$75,000 and will be paid from the Sanitary Sewer Fund.

RECOMMENDED ACTION: The Administration respectfully requests the Board to approve this resolution at the October 8, 2018 meeting.

**RESOLUTION 2018-111
RADNOR TOWNSHIP**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA. ENGAGING PFM FINANCIAL ADVISORS, LLC TO SERVE
AS INDEPENDENT PROCESS CONSULTANT AND FINANCIAL ADVISORS**

WHEREAS, the Board of Commissioners wishes to begin the public process to explore and evaluate the position of the Township’s sanitary sewer system; and

WHEREAS, the Board of Commissioners wishes to ensure that future discussions are supported by expert information as it relates to the size, age, condition, and value of the sanitary sewer system; and

WHEREAS, the Pennsylvania State Legislature passed Act 12 of 2016 which, among other things, provides an updated framework for valuing wastewater systems to allow for the voluntary use of a “fair market” appraisal which incorporates cost, market, and income approaches, provided that the wastewater system is owned by a municipal corporation who is considering selling to another entity that is regulated by the Pennsylvania Public Utility Commission; and

WHEREAS, PFM Financial Advisors, LLC has provided other financing related services to the Township for years and has delivered work of the highest standards; and

WHEREAS, PFM Financial Advisors, LLC brings extensive experience on this subject as they have represented many municipalities in their exploration in the position of their wastewater systems.

NOW, THEREFORE, it is hereby **RESOLVED** that the Board of Commissioners of Radnor Township hereby engages PFM Financial Advisors, LLC to serve as independent process consultants and financial advisors for an amount not to exceed \$7,500.

SO RESOLVED, at a duly convened meeting of the Board of Commissioners of Radnor Township conducted on this 8th day of October, A.D., 2018.

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

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

Radnor Township

PROPOSED LEGISLATION



DATE: October 2, 2018

TO: Board of Commissioners

FROM: Robert A. Zienkowski, Township Manager

LEGISLATION: A Resolution engaging PFM Financial Advisors, LLC to serve as independent process consultant and financial advisors as it relates to the position of the Township's sanitary sewer system.

LEGISLATIVE HISTORY: There is no prior legislative history on this topic

PURPOSE AND EXPLANATION: Included on the October 8 agenda are two related resolutions: (1) To engage Gannett Flemming as asset evaluation consultant and engineer, and (2) to engage PFM as independent process consultant and financial advisors. Both resolutions will formalize a team of subject matter experts as it relates to the exploration of the Township's sanitary sewer system. Ultimately, the Board of Commissioners and Township Administration wants to ensure that this public exploration of the sanitary sewer system includes information based on expertise, and the engagement of these two firms achieves that.

Gannett Flemming, in addition to already serving the Township as consulting engineers, has also represented both seller and buyer in other wastewater system transactions. Further, they are one of the few engineering firms authorized by the State to perform system valuations. Their deliverable service associated with this resolution will be a complete system inventory and FMV estimation.

PFM has represented many municipalities in their evaluation of their wastewater systems. They bring expert experience in rate analysis, system financing options, system RFQ's / RFP's, and an overall understanding of the process by which other municipalities evaluated their systems.

FISCAL IMPACT: The cost of the PFM consulting work will \$7,500 and will be paid from the Sanitary Sewer Fund.

RECOMMENDED ACTION: The Administration respectfully requests the Board to approve this resolution at the October 8, 2018 meeting.

Radnor Township, PA
 2019 Budget and Five-Year Forecast Implementation Calendar
 v.2 – October 1, 2018



September

- 20 2019 Budget Kickoff Meeting
- 21 - 28 Departments prepare 2019 revenue and expense estimates
- 24 BOC Regular Meeting: Adopt Prelim. 2018 MMO Resolution [State Law Requirement]
- 28 Departments: Capital Plan Numbers and Narratives Due
- 28 Departments: Operating Budget Narratives Due
- 28 Departments: Consolidated Fee Schedule Updates are Due

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

- 1 - 5 Finance meet with and assist in entering budget into new system
- 5 Fee Schedule Amounts Due
- 8 BOC Regular Meeting: Finalize Budget Calendar
- 15, 16 Administrative Review Meetings to Finalize Township Manager Recommended Budget
- 22 BOC Regular Meeting: Presentation of Township Manager's Recommended Budget and Adoption of Recommended Comprehensive Budget \$7.06[A](2)
- XX BOC: Special Budget Hearing Meeting???

October						
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21	22	23	24	25	26	27
28	29	30	31			

November

- 12 BOC Regular Meeting
- XX BOC: Special Budget Hearing Meeting???
- XX BOC: Special Budget Hearing Meeting???
- 26 BOC Regular Meeting: Introduction of Final Budget Ordinances

November						
S	M	T	W	T	F	S
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25	26	27	28	29	30	

December

- 10 BOC Regular Meeting: Final Public Hearing and Adoption of Budget Legislation:
 - Ord: 2019 Tax Rates | Sewer Rent Rates | Stormwater Fee Rate
 - Ord: 2019 Consolidated Fee Schedule
 - Ord: 2019 Appropriation Budget
 - Included w/ Budget: Five Year Capital Program
 - Included w/ Budget: Five Year Financial Forecast
 - Res: 2019 Wage and Salary Schedule

December						
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23	24	25	26	27	28	29
30	31					

RESOLUTION NO. 2018-112

A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AUTHORIZING THE REDUCTION OF POLICE OFFICER CONTRIBUTIONS TO THEIR PENSION PLAN FROM 5% TO 3% FOR THE CALENDAR YEAR 2018 FOR OFFICERS HIRED BEFORE JANUARY 1, 2013

WHEREAS, The Township entered into a Consolidated Collective Bargaining Agreement (CBA) with the FOP Delaware County Lodge #27 on behalf of the Radnor Township Police, for a term that began on January 1, 2013 and extends through December 31, 2021; and

WHEREAS, the current Police CBA and every prior CBA since 2004, have allowed for police officers to contribute 3% of their annual compensation toward the Police Pension Plan; and

WHEREAS, under the current CBA, effective 1/1/2013, all newly hired officers since 1/1/2013 have been contributing 5% of annual compensation toward the Police Pension Plan; and

WHEREAS, while PA Act 600 provides that police officers contribute 5% of annual compensation toward the pension plan, the Township is permitted to reduce or eliminate contributions in a given year by ordinance or resolution; and

WHEREAS, to maintain compliance with PA Act 600 and resolve findings as noted by the Auditor General in the biannual audit of the pension plans

NOW, THEREFORE, be it hereby **RESOLVED** that the Board of Commissioners of Radnor Township does hereby establish the pension contribution amount at 3% for calendar year 2018 for officers hired before 1/1/2013.

SO RESOLVED, at a duly convened meeting of the Board of Commissioners of Radnor Township conducted on this 8th day of October, 2018.

RADNOR TOWNSHIP

BY: _____
Name: Lisa Borowski
Title: President

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

Radnor Township

PROPOSED LEGISLATION



DATE: September 24, 2018

TO: Board of Commissioners

FROM: Robert Zienkowski, Township Manager

LEGISLATION: Resolution 2018-112 authorizing the reduction of police officer contributions to their Pension Plan from 5% to 3% for the calendar year 2018 for officers hired before January 1, 2013

LEGISLATIVE HISTORY: Prior to 2001, all police officers were contributing 5% of their annual salary to their pension plan. Effective January 1, 2001 a new Collective Bargaining Agreement (CBA) between the Police and the Township permitted a reduction of contributions from 5% to 2%. The subsequent CBA, effective January 1, 2004, increased the contributions from 2% to 3%. Currently the police officers hired before January 1, 2013 continue to contribute 3% while all police officers hired since January 1, 2013, as per the latest CBA, contribute 5% to their pension plan.

PURPOSE AND EXPLANATION: Act 600, also known as the Police Pension Fund Act, provides that where police officers are covered by Social Security, members shall pay into the fund 5% of total compensation. However, Section 6(c) of Act 600 permits municipalities to annually reduce or eliminate members contributions through the adoption of an annual ordinance or resolution.

While the Township, through collective bargaining, has agreed to reducing contributions to the pension plan for officers hired before January 1, 2013, this resolution satisfies the annual requirement under Act 600 to formalize the terms of the reduction through a Board resolution.

FISCAL IMPACT: There is no fiscal impact as the police officers hired before January 1, 2013, contribute to their pension plan at 3% of compensation as agreed to in the Collective Bargaining Agreements since January 1, 2001. Officers hired since January 1, 2013 are budgeted at their contribution rate of 5%.

RECOMMENDED ACTION: The Administration respectfully recommends that the Board adopt this resolution at the October 8, 2018 Board of Commissioner meeting.

INTEROFFICE MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: WILLIAM WHITE, ASSISTANT TOWNSHIP MANAGER & FINANCE DIRECTOR
SUBJECT: DEPT OF THE AUDITOR GENERAL PENSION AUDIT EMAIL AND REPORTS
DATE: SEPTEMBER 14, 2018
CC: ROBERT ZIENKOWSKI, TOWNSHIP MANAGER
ROBERT TATE, ASSISTANT FINANCE DIRECTOR & HR MANAGER



Finance
Department

This Memorandum is in response to the Department of The Auditor General Bureau of Municipal Pension Audits' email to the Board of Commissioners dated Tuesday September 11. The audit was conducted in July / August 2018 and covered the periods from 2015 – 2017. This is the first time we are seeing these results in an official capacity.

In typical fashion, the State's email is incomplete and provides no context to help the reader understand exactly what is going on. Instead, it immediately calls out the findings along with a stock comment regarding their "concern" since these were repeat findings [more on that below]. Let's start with why the audit was conducted: Act 205 requires that the State audit all municipalities that receive any kind of state pension aid. We have similar audits as they relate to Liquid Fuels, which are conducted annually for the same reason; Radnor receives State Liquid Fuels funds. In this case, the focus of the audit is specific to the pension plans and the provisions of Act 205 (and others as it pertains to Police). Pages 1 – 3 in each of the "Compliance Audit" reports attached to the email go into detail on what the audits cover. It's important to note that (a) these audits are conducted by employees of the State, and (b) that our independent financial auditors do not perform the same level of compliance review in their annual audits to avoid duplicating efforts which would drive up costs. Instead, our independent annual audits focus on the presentation of the financial picture.

Specific to the three findings regarding the Police Pension Fund, our "Management's Response" included in the report details our legal arguments on why we continue to object to the findings. Some additional context is provided below:

Findings #1 and #3: Pension Benefits Not In Compliance with Act 600, and Unauthorized Provision For A Killed In Service Benefit, respectively:

I'll lump these two together because they carry the same problem. First, let's be clear that Radnor is *not* providing pension benefits that are unauthorized. This is a material misstatement on the State's part in how they title these findings. The reality of the situation is that certain benefits were negotiated with the FOP prior to Act 600 and, as evidenced by prior court rulings, cannot be changed for active members. Our position when these findings were presented back in 2013 and 2015 was that the Township would make the necessary changes to the collective bargaining agreement with all *new police hires*. That has been accomplished but went unrecognized by the Auditor. To resolve the Township's treatment of these two findings, we will have an ordinance for the Board's consideration at the October

8 meeting that will reconcile the Township Code with collectively bargained benefits. We received verbal assurance from the auditor that this will resolve the finding moving forward. [The Ordinance was ready for the September 10 meeting, but that meeting was cancelled, and the September 24 meeting agenda is overloaded. So, the next meeting is October 8.]

Finding #2 Improper Reduction of Member's Contributions:

Again, this finding's title is very misleading. Let's be clear that there has been *no improper reduction of member contributions*. Instead, Act 600 allows municipalities to adopt a resolution that reduces member contributions from the 5% required by Act 600. This finding was included in the report because we didn't adopt the resolution; not because of improper reduction of member contributions. The audit report suggest that the Township has not corrected this from prior audit reports. As it relates to the resolution, we concede the point. However, the State failed to recognize that the Township *did* follow through on its promise to increase negotiated member contributions to 5% for officers hired after 1/1/2013, and therefore are in compliance with Act 600. To resolve this issue moving forward, a resolution will be on the October 8 agenda that will cover 2018. Then, annually in January, a resolution will be included on the agenda.

**RADNOR TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA**

**ORDINANCE NO.: 2018-12
ADOPTED _____**

**AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, AMENDING CHAPTER 62, PENSIONS AND
ANNUITIES, OF THE CODE OF THE TOWNSHIP OF RADNOR BY
REVISING DEFINITIONS, CONTRIBUTIONS, AND BENEFITS**

WHEREAS, Chapter 62, Pensions and Annuities of the Code of the Township of Radnor sets forth the requirements of the Pension Plans for Radnor Township employees; and

WHEREAS, Article II of Chapter 62 specifically deals with the Police Pension Plan; and

WHEREAS, the September 2018 Compliance Audit of the Radnor Township Police Pension Plan found that the Plan language did not fully comply with the Police Pension Fund Act (Act of May 29, 1956; P.L. 1804, No. 600; 53 P.S. §761 *et seq.*) (“Act 600”); and

WHEREAS, the Compliance Audit recommended certain changes to the Police Pension Plan language to bring it into compliance with Act 600; and

WHEREAS, the Township has bargained with the Fraternal Order of Police, Lodge 27 to institute these recommended changes to the Police Pension Plan language.

NOW THEREFORE, the Board of Commissioners of the Township of Radnor does hereby ENACT and ORDAIN the following amendments to Chapter 62 of the Code of the Township of Radnor as follows:

ARTICLE I. Definitions

The existing definition of “Act 24 Retirement Date” found in Section 62-14, Definitions, of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

ACT 24 RETIREMENT DATE — For a participant who has not attained his/her normal retirement date, the date on which the participant has completed 20 years of service, regardless of age, pursuant to Act 24 of 1998, as may be amended from time to time.

ARTICLE II. Definitions

The existing definition of “Employment” found in Section 62-14, Definitions, of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

EMPLOYMENT — For purposes of determining aggregate service, shall mean:

- A. The period of time for which an employee is directly or indirectly compensated or entitled to compensation by the employer for the performance of duties as a police officer;
- B. Any period of time for which an employee is paid a fixed, periodic amount in the nature of salary continuation payments for reasons other than the performance of duties (such as vacation, holidays, sickness, entitlement to benefits under workers’ compensation and the Heart and Lung Act, the Family and Medical Leave Act of 1993 or other laws), either directly by the employer or through a program to which the employer has made contributions on behalf of the employee, excepting any time during which the employee is entitled to benefits under this plan; and
- C. Any period of voluntary or involuntary military service with the armed forces of the United States of America, provided that:
 - (1) The participant had been employed as a regular, full-time member of the employer’s police force for a period of at least 6 months immediately prior to the period of military service; and
 - (2) The participant returns to employment within six months following his/her discharge from military service or within such longer period during which his/her employment rights are guaranteed by applicable law or under the terms of a collective bargaining agreement with the employer.
- D. For plan years beginning January 1, 2001, any period of qualified military service as determined under the requirements of Chapter 43 of Title 38, United State Code, provided that the participant returns to employment following such period of qualified military service, and the participant makes payment to the plan in an amount equal to the employee contributions that would otherwise have been paid to the plan during such period of qualified military service. The amount of employee contributions shall be based upon an estimate of the compensation that would have been paid to the participant during such period of qualified military service as determined by the average compensation paid to the participant during the 12 months immediately preceding the period of qualified military service. The amount of employee contributions so calculated must be paid into the plan before the end of the period that begins on the date of reemployment and ends on the earlier of the date that ends the period that has a duration of three times the period of qualified military service or the date that is five years after the date of reemployment.

ARTICLE III. Definitions

The existing definition of “Normal Retirement Date” found in Section 62-14, Definitions, of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

NORMAL RETIREMENT DATE — For participants who began employment prior to January 1, 2007, the earlier of the:

- A. Date on which the participant has both completed 25 years of aggregate service with the employer and has attained age 50 while an employee; or
- B. Date on which the participant has both completed 20 years of aggregate service with the employer and has attained age 60 while an employee.

For participants who began employment on or after January 1, 2007, the date on which the participant has both completed 25 years of aggregate service with the employer and has attained age 50 while an employee.

ARTICLE IV. Contributions

Subsection 62-17.A of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

- A. Participant contributions. Each participant hired prior to January 1, 2013 shall make regular biweekly contributions to the plan at a rate of 3% of his/her basic monthly earnings. Each participant hired on or after January 1, 2013 shall make regular biweekly contributions to the plan at a rate of 5% of his/her basic monthly earnings.

ARTICLE V. Retirement Benefits

Subsection 62-18.C of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

- C. Act 24 retirement benefit. Each participant, regardless of age, who elects to retire after the Act 24 retirement date, but before the normal retirement date pursuant to § 62-14 hereinabove shall receive a benefit equal to the accrued benefit that is reduced actuarially in accordance with Act 24 of 1998, as may be amended from time to time.

ARTICLE VI. Death Benefits

Subsection 62-20.B(2)(c) of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

- (c) Killed in service. In the event a participant is killed in service, the participant's surviving spouse or eligible dependents (if any, as defined by Act 51 of 2009) shall receive the benefits provided for and subject to the terms of Act 51 of 2009, which benefits are paid exclusively by the Commonwealth of Pennsylvania with the exception of any pension benefit to which the member was entitled prior to the member's death, solely by virtue of the member's service as a Township police officer (*i.e.*, either a normal, early, or vested pension benefit).

ARTICLE VII. Repealer

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

ARTICLE VIII. 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.

ARTICLE IX. Effective Date

This Ordinance shall become effective in accordance with the Home Rule Charter of Radnor Township.

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**RADNOR TOWNSHIP
ORDINANCE NO.: 2018-12
Police Pension Amendment**

ENACTED and *ORDAINED* this _____ day of _____, 2018.

**RADNOR TOWNSHIP
BOARD OF COMMISSIONERS**

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Robert A. Zienkowski, Secretary

**RADNOR TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA**

**ORDINANCE NO.: 2018-12
ADOPTED _____**

**AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, AMENDING CHAPTER 62, PENSIONS AND
ANNUITIES, OF THE CODE OF THE TOWNSHIP OF RADNOR BY
REVISING DEFINITIONS, CONTRIBUTIONS, AND BENEFITS**

WHEREAS, Chapter 62, Pensions and Annuities of the Code of the Township of Radnor sets forth the requirements of the Pension Plans for Radnor Township employees; and

WHEREAS, Article II of Chapter 62 specifically deals with the Police Pension Plan; and

WHEREAS, the September 2018 Compliance Audit of the Radnor Township Police Pension Plan found that the Plan language did not fully comply with the Police Pension Fund Act (Act of May 29, 1956; P.L. 1804, No. 600; 53 P.S. §761 *et seq.*) (“Act 600”); and

WHEREAS, the Compliance Audit recommended certain changes to the Police Pension Plan language to bring it into compliance with Act 600; and

WHEREAS, the Township has bargained with the Fraternal Order of Police, Lodge 27 to institute these recommended changes to the Police Pension Plan language.

NOW THEREFORE, the Board of Commissioners of the Township of Radnor does hereby ENACT and ORDAIN the following amendments to Chapter 62 of the Code of the Township of Radnor as follows:

ARTICLE I. Definitions

The existing definition of “Act 24 Retirement Date” found in Section 62-14, Definitions, of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

ACT 24 RETIREMENT DATE — [For a participant who has not attained his/her normal retirement date, the date on which the participant has completed 20 years of service and, for purposes of this plan, has not yet attained age 60, regardless of age](#), pursuant to Act 24 of 1998, as may be amended from time to time.

ARTICLE II. Definitions

The existing definition of “Employment” found in Section 62-14, Definitions, of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

EMPLOYMENT — For purposes of determining aggregate service, shall mean:

- A. The period of time for which an employee is directly or indirectly compensated or entitled to compensation by the employer for the performance of duties as a police officer;
- B. Any period of time for which an employee is paid a fixed, periodic amount in the nature of salary continuation payments for reasons other than the performance of duties (such as vacation, holidays, sickness, entitlement to benefits under workers’ compensation and the Heart and Lung Act, the Family and Medical Leave Act of 1993 or other laws), either directly by the employer or through a program to which the employer has made contributions on behalf of the employee, excepting any time during which the employee is entitled to benefits under this plan; and
- C. Any period of voluntary or involuntary military service with the armed forces of the United States of America, provided that:
 - (1) The participant had been employed as a regular, full-time member of the employer’s police force for a period of at least ~~18~~6 months immediately prior to the period of military service; and
 - (2) The participant returns to employment within six months following his/her discharge from military service or within such longer period during which his/her employment rights are guaranteed by applicable law or under the terms of a collective bargaining agreement with the employer.
- D. For plan years beginning January 1, 2001, any period of qualified military service as determined under the requirements of Chapter 43 of Title 38, United State Code, provided that the participant returns to employment following such period of qualified military service, and the participant makes payment to the plan in an amount equal to the employee contributions that would otherwise have been paid to the plan during such period of qualified military service. The amount of employee contributions shall be based upon an estimate of the compensation that would have been paid to the participant during such period of qualified military service as determined by the average compensation paid to the participant during the 12 months immediately preceding the period of qualified military service. The amount of employee contributions so calculated must be paid into the plan before the end of the period that begins on the date of reemployment and ends on the earlier of the date that ends the period that has a duration of three times the period of qualified military service or the date that is five years after the date of reemployment.

ARTICLE III. Definitions

The existing definition of “Normal Retirement Date” found in Section 62-14, Definitions, of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

NORMAL RETIREMENT DATE — For participants who began employment prior to January 1, 2007, the earlier of the:

- A. Date on which the participant has both completed 25 years of aggregate service with the employer and has attained age 50 while an employee; or
- B. Date on which the participant has both completed 20 years of aggregate service with the employer and has attained age 60 while an employee.

For participants who began employment on or after January 1, 2007, the date on which the participant has both completed 25 years of aggregate service with the employer and has attained age 50 while an employee.

ARTICLE IV. Contributions

Subsection 62-17.A of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

- A. Participant contributions. Each participant hired prior to January 1, 2013 shall make regular biweekly contributions to the plan at a rate of 3% of his/her basic monthly earnings. Each participant hired on or after January 1, 2013 shall make regular biweekly contributions to the plan at a rate of 5% of his/her basic monthly earnings.

ARTICLE V. Retirement Benefits

Subsection 62-18.C of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

- C. Act 24 retirement benefit. Each participant, regardless of age, who elects to retire after the Act 24 retirement date, but before the normal retirement date pursuant to § 62-14 hereinabove shall receive a benefit equal to the accrued benefit that is reduced actuarially in accordance with Act 24 of 1998, as may be amended from time to time.

ARTICLE VI. Death Benefits

Subsection 62-20.B(2)(c) of Chapter 62, Pensions and Annuities, of the Code of the Township of Radnor is hereby amended to read as follows:

- (c) Killed in service. In the event a participant is killed in service, the participant's surviving spouse or eligible dependents (if any, as defined by Act 51 of 2009) shall receive the benefits provided for and subject to the terms of Act 51 of 2009, which benefits are paid exclusively by the Commonwealth of Pennsylvania with the exception of any pension benefit to which the member was entitled prior to the member's death, solely by virtue of the member's service as a Township police officer (i.e., either a normal, early, or vested pension benefit).~~A preretirement survivor benefit equal to 100% of the final average salary over the last 12 months of active service ending on the date of death of a participant who is killed while working on active duty shall be payable to the deceased participant's survivor as provided under Subsection C.~~

ARTICLE VII. Repealer

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

ARTICLE VIII. 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.

ARTICLE IX. Effective Date

This Ordinance shall become effective in accordance with the Home Rule Charter of Radnor Township.

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**RADNOR TOWNSHIP
ORDINANCE NO.: 2018-12
Police Pension Amendment**

ENACTED and *ORDAINED* this _____ day of _____, 2018.

**RADNOR TOWNSHIP
BOARD OF COMMISSIONERS**

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Robert A. Zienkowski, Secretary

**RADNOR TOWNSHIP
DELAWARE COUNTY, PENNSYLVANIA**

ORDINANCE NO.: 2018-11

**AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA, AMENDING CHAPTER 235, ARTICLE III, SEWER
SERVICE CHARGES AND CHAPTER 246 STORMWATER
MANAGEMENT FEES, BY REVISING PAYMENT AND LATE
PENALTIES**

WHEREAS, Chapter 235, Article III in the Radnor Township Revised Code provides the service charges for the Township's Sanitary Sewer System; and

WHEREAS, the Township currently bills and collects the Sewer Rent in April (April 1 – April 30), annually; and

WHEREAS, the Board of Commissioners adopted Ordinance 2013-15 on October 14, 2013 establishing a Stormwater Management Fee under Chapter 246 of the Radnor Township Code; and

WHEREAS, the Township currently bills and collects the Stormwater Management Fee in January (January 1 – January 31), annually; and

WHEREAS, the Township's software system in 2013 would not allow the Township to add a fee under the same account, which would have allowed for a single combined bill that included both the Sewer Rent and the Stormwater Management Fee, resulting in the Township having to issue two separate bills; and

WHEREAS, the Township has implemented a new financial software system that will allow the Sewer Rent and Stormwater Management Fee to be combined into one account, which will allow the Township to bill and collect these two items on one invoice; and

WHEREAS, to assist residents and businesses with the adjustment, that the combined billing cycle be increased from 30 days to two months, from April 1 to May 31, annually; and

WHEREAS, the penalty charges for the Sanitary Sewer Rent will be reduced to mirror the rates adopted under the Stormwater Management Fee, from 1.0% per month to 0.50% per month on all unpaid balances.

NOW THEREFORE, the Board of Commissioners of the Township of Radnor does hereby ENACT and ORDAIN the following amendments to Chapters 235 and 246 of the Code of the Township of Radnor as follows:

Section 1. Section 235-12, Payment; late penalties, of the Code of the Township of Radnor is hereby amended to read as follows:

The face amount of all sewer service charges shall be payable on or before May 31 of each year, with a penalty of 10% assessed on June 1. On the first day of each subsequent month in which the account remains unpaid, an interest charge of 0.5% of the unpaid service charge shall be added to the account. All unpaid sewer service charges, penalties, and interest shall be a lien against the property being served by the sewer, and the Township Solicitor shall file such liens on or after January 31 of the following year in which the account remains unpaid. Any collection, legal, and filing fees shall be borne by the user.

Section 2. Subsection 246-7.A Billing and collection of user fees, of the Code of the Township of Radnor is hereby amended to read as follows:

A. The user fees fixed and established by this chapter shall be effective as to all properties that use, are served, or are benefited by the Radnor stormwater management system existing as of the effective date of this chapter, and shall be effective to all other properties thereof that use, are served or benefitted by the stormwater management system subsequent to the effective date of this chapter. User fees imposed by this chapter shall be assessed and billed by Radnor on an annual basis. Such assessments shall be payable at their face amount on or before May 31 next following the date on which said assessment bill was mailed. The annual billing date shall be on or about April 1. The user fees assessed and collected will not be subject to proration or refund by Radnor in the event a property is sold; provided, however, that this sentence shall not bind a buyer and seller from making their own proration of any user fees assessed hereunder.

Section 3. Section 246-8, Late payment penalty; interest paid on unpaid user fees, of the Code of the Township of Radnor is hereby amended to read as follows:

The face amount of all user fee charges shall be payable on or before May 31 of each year, with a penalty of 10% assessed on June 1. On the first day of each subsequent month in which the account remains unpaid, an interest charge of 0.5% of the unpaid user fee shall be added to the account. All unpaid user fees, penalties, and interest shall be a lien against the property using, being served by, or benefiting from the stormwater management system, and the Township Solicitor shall file such liens on or after January 31 of the following year in which the account remains unpaid. Any collection, legal, and filing fees shall be borne by the user.

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

Section 5. 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 6. Effective Date. This Ordinance shall become effective in accordance with the Home Rule Charter of Radnor Township.

ENACTED and **ORDAINED** this 8th day of October, 2018.

ORDINANCE NO.: 2018-11

**RADNOR TOWNSHIP
BOARD OF COMMISSIONERS**

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Robert A. Zienkowski, Secretary

Radnor Township



PROPOSED LEGISLATION

DATE: September 18, 2018

TO: Board of Commissioners

FROM: William M. White, Finance Director

LEGISLATION: Ordinance amending the necessary sections of the Code to combine the Sewer Rent and Stormwater Management Fee into one, consolidated invoice and extending the payment period to 60 days and reducing the Sewer Rent interest charge to 0.50% [to mirror the Stormwater Management Fee interest]

PURPOSE AND EXPLANATION:

Customer Benefits:

- More time to pay: Currently, customers have 30 days to pay each of the bills. In January, residents are required to pay the stormwater fee, then in April, required to pay the Sewer Rent. The Administration's recommendation is to lengthen the billing period to 60 days. The combined bill would be mailed April 1 and be due May 31, annually.
- Savings: For those customers who fall behind, or are late on their payment, the interest on delinquencies would be less [as a result of lowering the interest rate from 1.0% per month, to 0.5% per month]. The Board, in adopting the stormwater ordinance, has already established that it is comfortable with the lower interest rate, so this recommendation is making our code consistent.
- Less confusion: On a consistent basis, we receive calls from customers who confuse the two bills. Many pay one and then ignore the other thinking that they already paid it. Combining them into one bill will simplify the program for all customers.
- "New Year" invoice complaint: Each year, we receive negative feedback on the timing of the stormwater fee; being that it hits their mailbox within the first couple days of January, immediately following the Holiday season. Admittedly, this isn't a major issue, but the recommendation resolves those who are frustrated with the timing.
- Citizen Self-Service: The new software will allow customers to create an account and manage / pay their utility bills online. In keeping with the theme of simplifying the program, combining the bills will simplify their online account by only having them manage one utility bill instead of two.

Efficiency Improvements:

- Processing Efficiencies: As discussed when the software was being considered, the Finance Department will now only process one set of invoices, instead of two. This will allow the department to dedicate more time to other priorities in January which include year-end reporting, audit compliance, accrual entries, and others. Currently, these items require overtime and are delayed by weeks / months.

FISCAL IMPACT: The fiscal impact will be minimal, only impacting the Township in the following ways:

- Lower billing costs (\$10,000): If adopted, we will be eliminating the printing, mailing, handling, etc. of approximately 8,000 invoices.
- Lower Interest Revenue in the Sewer Fund: If adopted, the interest revenue would be reduced by half which would result in a couple thousand dollars per year in the Sewer Fund.

RECOMMENDED ACTION: The Administration respectfully recommends that this Ordinance be introduced at the September 24 meeting, and adopted at the October 8 after the proper advertisement.

RESOLUTION NO. 2018-113
A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, AWARDED THE
CONTRACT FOR THE DESIGN OF THE WOOTON ROAD
STORM SEWER REPAIR TO T&M ASSOCIATES, IN THE
AMOUNT OF \$16,000

WHEREAS, the Township's storm sewer pipe was damaged in a storm and is in need of replacement

WHEREAS, T&M Associates has submitted a proposal to provide design, permitting, easement documents, and bidding documents for the replacement of said storm sewer pipe

NOW, THEREFORE, be it **RESOLVED** by the Board of Commissioners of Radnor Township does hereby Award the Contract for the Design of the Wooton Road Storm Sewer Repair to T&M Associates, in the Amount of \$16,000

SO RESOLVED this 8th day of October, A.D., 2018

RADNOR TOWNSHIP

By: _____
Name: Lisa Borowski
Title: President

ATTEST: _____
Robert A. Zienkowski
Manager/Secretary

Radnor Township
PROPOSED LEGISLATION

DATE: October 3, 2018

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

LEGISLATION: **Resolution #2018-113: Awarding the Contract for the Design of the Wooton Road Storm Sewer Repair to T&M Associates, in the Amount of \$16,000**

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

PURPOSE AND EXPLANATION: The Township's storm sewer outfall by 940 Wooton Road was damaged during the summer storms. A tree overturned; when doing so, the trees root ball unearthed a portion of the Townships storm sewer outfall. The contract entails the design, permitting, easement documentation, and bidding documents for the replacement of +/- 200 LF of storm sewer.

IMPLEMENTATION SCHEDULE: Pending Board of Commissioners approval, the project design will begin in short order, once a purchase order is processed.

FISCAL IMPACT: This project is not budgeted, as the damage occurred this year. If approved by the Board of Commissioners, the project will be funded by the "04" Stormwater Fund.

RECOMMENDED ACTION: I respectfully request the Board of Commissioners Award the Contract for the Design of the Wooton Road Storm Sewer Repair to T&M Associates, in the Amount of \$16,000

Enclosures: Resolution # 2018-113



October 2, 2018

Robert Zienkowski
Township Manager
Radnor Township
301 Iven Avenue
Wayne, PA 19087-5297

Re: 2018 Multimodal Transportation Fund
Application Project ID 2018-06-23-172
SENT VIA E-MAIL

Dear Mr. Zienkowski:

I am pleased to inform you that Radnor Township has been awarded \$1,302,979 for its King of Prussia & Eagle Roads Intersection Project contingent upon full execution of a grant agreement.

We received 174 applications for financial assistance from the Multimodal Transportation Fund (MTF) during an open application window between February 2018 and March 2018. The MTF evaluation team reviewed and evaluated these applications according to a variety of criteria including, among other items, project readiness and benefits to the transportation system. This was an extremely competitive process with numerous important transportation projects proposed that will serve the citizens of Pennsylvania.

Please sign and return this letter to me within 45 days from the above date if you are interested in accepting the funds. If the letter is not returned within 45 days, the tentative grant award may be rescinded. In addition, please note that signing this letter does not constitute a binding agreement, but merely provides the Department with confirmation of your interest in receiving MTF funds. A list of the public and Commonwealth contracting and project requirements that will be included in the agreement are listed at the end of the letter. There is a 30% match requirement and the sponsor will be responsible for any project costs greater than the grant award.

Upon receipt of your signed letter, PennDOT will send the MTF grant agreement to you for review. Grant agreements must be executed within 12 months of the award letter acceptance date, unless a later date is requested and approved by the Deputy Secretary for Multimodal Transportation. If a grant agreement is not executed within the established timeframe, the grant offer will be rescinded. *Please be advised that you cannot proceed with any element of your project for which you expect to be reimbursed until a grant agreement has been fully executed and approved by all*

necessary officials of the Commonwealth or unless you have received prior written approval by a representative within the Multimodal Office to begin project activities.

Thank you for your interest in financial assistance from the MTF. We look forward to seeing the successful implementation of your project. If you have any questions or would like a copy of the full language of the provisions listed below, please contact me at (717) 705-1230 or via email at djbratina@pa.gov.

Sincerely,



David J. Bratina
Office of Multimodal Transportation Fund

cc: Jennie Granger, AICP, Deputy Secretary for Multimodal Transportation
George W. McAuley, P.E., Deputy Secretary for Highway Administration
Kenneth M. McClain, District Executive
Charles H. Davies, P.E., ADE Design

Applicable contracting and project requirements:

- Public letting and award;
- Contract, plans and design development;
- Environmental clearance;
- Record-keeping;
- Liability insurance and indemnification;
- Contractor Integrity Provisions;
- Offset Provision;
- Provisions Concerning the Americans with Disabilities Act;
- Contractor Responsibility Provisions;
- Right-to-Know Law Provisions;
- Commonwealth Nondiscrimination/Sexual Harassment Clause;
- Central Contractor Registration;
- Automated Clearing House Provision; and
- Diverse business participation (for local transportation organizations only)

Representative of Radnor Township

Date