

BOARD OF COMMISSIONERS

REVISED AGENDA

Monday, June 12, 2017 - 6:30 PM

Pledge of Allegiance

Notice of Executive Session preceding the Board of Commissioners meeting of June 12, 2017

1. Consent Agenda

- a) Disbursement Review and Approval: 2017-05C, 2017-05D, 2017-06A
- b) Staff Traffic Committee Meeting Minutes – May 17, 2017
- c) Resolution #2017-73 - Authorizing the clearance of a surplus vehicle in the Police Department
- d) Resolution #2017-75 - Authorizing an Electronic Recycling and Shredding Event to be Hosted by Radnor Township
- e) Resolution #2017-76 - Authorizing Gannett Fleming, Incorporated to Perform Infiltration Testing at the North Wayne Train Station
- f) Motion Authorizing the Public Works Department to Receive Sealed Bids for the 2017 Superpave Resurfacing Program
- g) Motion for Emergency Repair – Installation of Sump Pumps at the Radnor Memorial Library
- h) ~~HARB~~
 - ~~HARB 2017-13 – 210 N Wayne Avenue – 14'x14' addition to the right rear corner of the house.~~

- 2. Recognition of Richard Petrella for 15 Years of Service
- 3. Recognition of Police and Community Members
- 4. Appointment of Solicitor Stephen Harris to the Radnor Ethics Board
- 5. Appointment of Township Engineer
- 6. Public Participation
- 7. Committee Reports

PARKS & RECREATION

- A. Willows RFP Presentations and Possible Motion to Proceed with a Firm
 - a. Real Estate Strategic Planning Advisors LLC
 - b. Landmark Hospitality
 - c. Barton Partners
- B. Presentation by Radnor Conservancy – Parks & Open Space Stewardship Presentation

PUBLIC SAFETY

- C. Ordinance #2017-08 (**Adoption**) changing the existing parking sign on Beatrice Drive from “No Parking, 8am - 6pm” to “No Parking Except Holidays”

PERSONNEL & ADMINISTRATION

- D. Consideration of Resolution #2017-78 - Regarding a Policy for Cell Towers in the Willows and Surrounding Parks (**requested by Commissioner Curley**)
- E. Resolution #2017-74 for eligible non-union personnel to follow the longevity schedule as approved under the Consolidated Collective Bargaining Agreement (CBA) with the Radnor Association of Township Employees (RATE) beginning January 1, 2017 through December 2023

FINANCE & AUDIT

- F. Ordinance #2017-09 - **(Introduction)** - Amending the 2017 Capital Budget for the Township Capital Improvement Fund by Transferring Appropriations
- G. Resolution #2017-77 Award the capital lease financing for various Public Works vehicles previously approved by the Board of Commissioners to City National Capital Finance, LLC at an interest rate of 1.66% for a term of five years

COMMUNITY DEVELOPMENT

- H. Discussion of Additional Zoning Ordinance Amendments – Recommended by the Planning Commission regarding Medical Office/Parking

PUBLIC WORKS & ENGINEERING

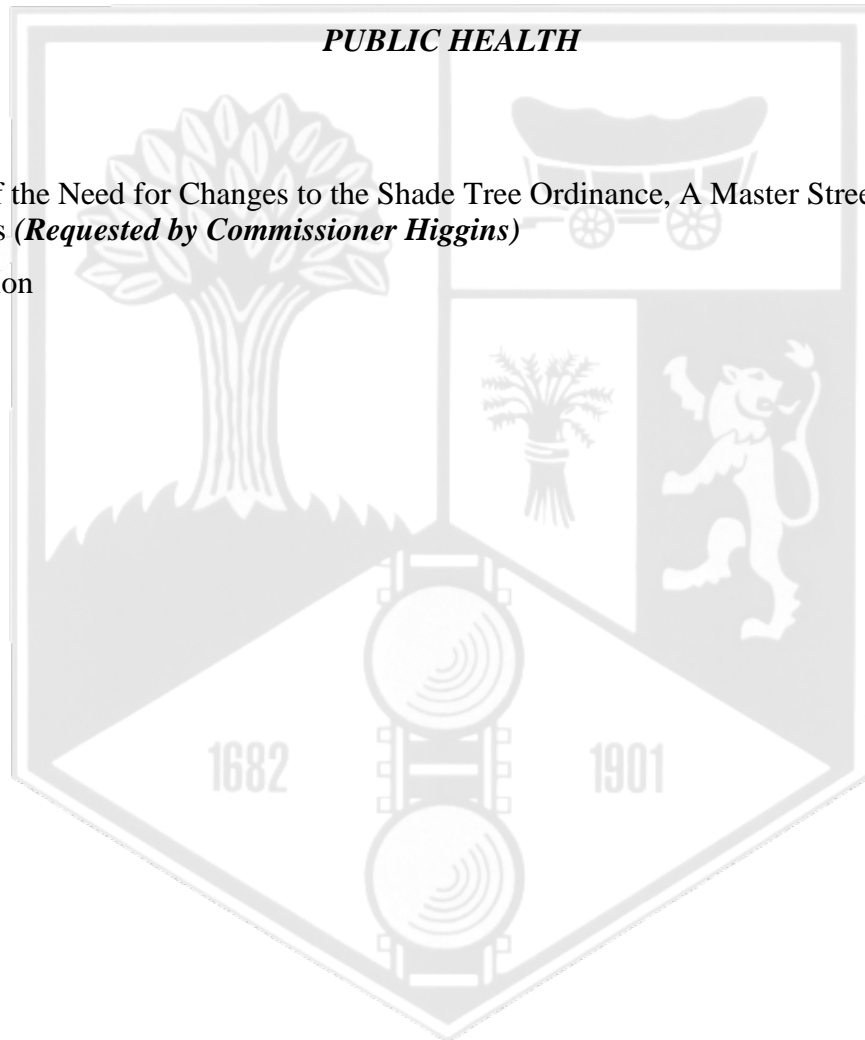
LIBRARY

PUBLIC HEALTH

Old Business
New Business

- Discussion of the Need for Changes to the Shade Tree Ordinance, A Master Street Tree Plan and Other Matters **(Requested by Commissioner Higgins)**

Public Participation
Adjournment



RADNOR TOWNSHIP
DISBURSEMENTS SUMMARY
June 12, 2017

The table below summarizes the amount of disbursements made since the last public meeting held on May 22, 2017. 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>

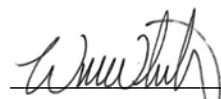
Fund (Fund Number)	2017-5C May 19, 2017	2017-5D May 26, 2017	2017-6A June 2, 2017	Total
General Fund (01)	\$420,026.31	\$45,987.73	\$54,474.24	\$520,488.28
Sewer Fund (02)	1,139,380.15	7,490.11	1,305.02	1,148,175.28
Storm Sewer Management (04)	90.00	69,336.66	0.00	69,426.66
Capital Improvement Fund (05)	60,068.05	1,893.86	43,940.72	105,902.63
Police Pension Fund (07)	0.00	0.00	4,739.95	4,739.95
OPEB Fund (08)	126,719.71	0.00	811.46	127,531.17
Escrow Fund (10)	1,500.00	0.00	0.00	1,500.00
Civilian Pension Fund (11)	0.00	0.00	4,224.73	4,224.73
Investigation Fund (12)	0.00	0.00	0.00	0.00
Grants Fund (16)	0.00	0.00	0.00	0.00
Police K-9 Fund (17)	48.99	73.96	0.00	122.95
\$8 Million Settlement Fund (18)	23,841.93	0.00	0.00	23,841.93
The Willows Fund (23)	0.00	0.00	0.00	0.00
Library Improvement Fund (500)	7,500.00	207,521.88	0.00	215,021.88
Total Accounts Payable Disbursements	\$1,779,175.14	\$332,304.20	\$109,496.12	\$2,220,975.46
<i>Electronic Disbursements</i>	n/a	n/a	n/a	\$2,045,046.21
Grand Total	\$1,779,175.14	\$332,304.20	\$109,496.12	\$4,266,021.67

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

The Administration has adopted various internal control and processing procedures to insure 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 June 26, 2017

Description	Account No.	Date	Purpose	Amount
Credit Card Revenue Fees - Estimated	Various Funds	6/10/2017	5/17 Credit Card Revenue Processing Fees	\$5,000.00 *
Credit Card Revenue Fees - Actual	01-Variou	5/10/2017	4/17 Credit Card Revenue Processing Fees - General Fund	\$4,776.22 *
	02-Variou	5/10/2017	4/17 Credit Card Revenue Processing Fees - Sewer Fund	\$12,983.21 *
	04-Variou	5/10/2017	4/17 Credit Card Revenue Processing Fees - Stormwater Fund	\$43.20 *
Credit Card Purchase Transactions - Estimated	Various Funds	6/1/2017	Township Credit Card (exact transaction list will be included on the next report)	\$3,202.32
Debt Payment	Various Funds	6/15/2017	TD Bank GOB 2010	\$1,039,871.88
Debt Payment	Various Funds	6/15/2017	US Bank GOB 2015	\$173,246.88
Debt Payment	Various Funds	6/15/2017	US Bank GOB 2016	\$302,922.50
Payroll [Bi-Weekly] Transaction - Estimated	01-various	6/15/2017	Salaries and Payroll Taxes - General Fund	\$485,000.00
Payroll [Bi-Weekly] Transaction - Estimated	02-various	6/15/2017	Salaries and Payroll Taxes - Sewer Fund	\$17,500.00
Payroll [Bi-Weekly] Transaction - Estimated	23-various	6/15/2017	Salaries and Payroll Taxes - Willows Fund	\$0.00
Payroll [Bi-Weekly] Transaction - Estimated	17-various	6/15/2017	Salaries and Payroll Taxes - K-9 Fund	\$500.00
Period Total				\$2,045,046.21

Submitted:



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

<u>Original Estimate</u>			<u>Actual Amount</u>
\$485,000.00	5/18/2017	Salaries and Payroll Taxes - General Fund	\$453,150.03
\$17,500.00	5/18/2017	Salaries and Payroll Taxes - Sewer Fund	\$14,944.18
\$500.00	5/18/2017	Salaries and Payroll Taxes - K-9 Fund	\$271.28
\$503,000.00			\$468,365.49
\$485,000.00	6/1/2017	Salaries and Payroll Taxes - General Fund	\$441,968.70
\$17,500.00	6/1/2017	Salaries and Payroll Taxes - Sewer Fund	\$13,666.08
\$500.00	6/1/2017	Salaries and Payroll Taxes - K-9 Fund	\$410.06
\$503,000.00			\$456,044.84
<u>Original Estimate</u>			<u>Actual Amount</u>
\$186,839.03	6/1/2017	Police Pension Payroll	\$186,839.03
\$138,810.52	6/1/2017	Civilian Pension Payroll	\$137,409.28
\$325,649.55			\$324,248.31

RADNOR TOWNSHIP POLICE DEPARTMENT

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

**William A. Colarulo
Police Superintendent**

TO: A Staff Traffic Committee Meeting was held on May 17, 2017 and was attended by Commissioner Philip Ahr; Deputy Chief Chris Flanagan; Officer Alex Janoski, Officer Patrick Lacey, Officer Ken Piree, Highway Patrol Unit; Tammy Cohen, Director of Recreation and Community Programming; William Gallagher, Supervisor of Parking and Auxiliary Services; Amy Kaminski, Traffic Engineer for Gilmore and Associates; Vera DiMaio, Administrative Assistant; and Radnor residents.

FROM: William A. Colarulo

**RE: STAFF TRAFFIC COMMITTEE MEETING HELD IN THE POLICE ROLL CALL ROOM,
WEDNESDAY, MAY 17, 2017**

NEW BUSINESS:

1. Wayne Elementary 2nd Annual 5K Run/Walk.

Staff Traffic Committee approves the 2nd Annual Wayne Elementary 5K Run/Walk to be held on November 12, 2017 beginning at 8:30am-10:30am. All necessary paperwork has been submitted. Certificate of Insurance will be submitted to Highway Patrol Officer Janoski promptly.

2. Traffic solutions for speeding on Lowry's Lane.

Commissioner Ahr requests information on Lowry's Lane related to speed. Highway Patrol Officer Janoski reports three selective enforcements were conducted over a course of 6 hours, 2 citations were issued for vehicles traveling 39mph and 40mph, respectively. The prior speed data was gathered less than 1 year ago for a related complaint brought before Staff Traffic. Lowry's Lane currently has traffic calming speed tables in place. A speed board will be deployed for northbound traffic when construction in the area is complete. Highway Patrol is unable to deploy the counter at this time due to road work being conducted on S Lowry's Lane and the surrounding roadways. The counter will be deployed in the fall when Villanova University is back in session and a true count can be tabulated.

3. Mr. Openheimer requests an evaluation of alleged unsafe driving and parking issues on Highland Avenue.

Staff Traffic Committee states that speeding is not a primary factor on this street. Highway Patrol Officer Janoski gave the complainant direction of what the requirements would be in order to install speed bumps on this road. Mr. Openheimer was reluctant to do the work of obtaining a petition from residents to begin this process. Highway Patrol Officer Janoski stated that the speed box will be placed on Highland Avenue. The Public Works Department will be requested to paint white triangles on the left and right side of his driveway, to help with sight distance as he enters and exists his driveway.

4. Renae Geary is requesting a stop sign at the intersection of Barley Cone Lane and Buckingham.

Commissioner Ahr spoke on behalf of Renae Geary who was not present at this meeting. Mr. Geary's concern was that motorists were cutting through the neighborhood to try and beat the traffic light. This poses an alleged safety issue as this neighborhood has many young families with children who play in the street. Deputy Chief Flanagan stated and reminded residents that streets are not safe and made for children playing in the street. Deputy Chief Flanagan also stated that Highway Patrol will do another assessment in the near future and report back at the next Staff Traffic Committee meeting.

5. Ed Trevisani requests Conestoga Road from Radnor Chester to Lancaster Avenue be posted 25MPH.

Staff Traffic Committee will follow up with Ed Trevisani on this matter who was not present at this meeting. Staff Traffic Committee will also conduct a watch for motorists who pass school buses and who are in violation. Deputy Chief Flanagan stated that Staff Traffic Committee will send a letter to PennDot in reference to speeding on this street once they speak with Trevisani.

OLD BUSINESS:

1. Safety issues on County Line Road and Montrose Avenue.

Mr. Norcini is waiting to hear from Lower Merion Township on the evaluation of Amy Kaminski's proposal for traffic study at above location. Radnor Township Police Department received an email May 4, 2017 from PennDot. This information is being forwarded to Steve Norcini and Amy Kaminski for evaluation.

2. Parking at Emlen Tunnell Field.

Staff Traffic recommended putting up signs for no parking at Emlen Tunnell, however, Township Manager would like no restricted parking at this point. Radnor Police Department Highway Patrol will follow up with the original complainant.

3. Aude Robinson requests a handicap space be placed near her residence at 51 Garrett Avenue.

Staff Traffic Committee approves the installation of a handicap space at 51 Garrett Avenue. This item will be sent to the Board of Commissioners for adoption.

Amy Kaminski, Traffic Engineer, also spoke on several matters under Old Business. They are the following:

- Sugartown Road and Morris Road Update - Permit letter was approved and Amy Kaminski will follow up with Public Works to finish the approved work.
- Radnor Street Road - Public Works – Erosion of Curb
- Upper Gulph Road - Stop Sign Removed from the agenda at direction of Township Manager
- Lancaster Avenue and St. Davids Road - Signal Timing – Electrical contractor Higgins followed up - waiting for Township to respond.

Traffic Issues Not on agenda

1. Mr. Walker expressed concern for motorist safety along King of Prussia Road near the railroad bridge and train station. He states the road is too narrow for the motorists and would like to have sidewalk and road barrier removed. He stated he sent a letter to Mr. Norcini stating the same.

Deputy Chief Flanagan stated that the bridge is federal property and that he has a call in to the State as to inquire who owns the sidewalk. After receiving the information on this, next steps as to whether something will be done and who will pay for such project if warrants.

2. Township Manager directed Steve Norcini to review options for Paul Road
 - Amy Kaminski, Traffic Engineer, states that there is adequate site distance to Fenimore park.
 - Amy Kaminski recommends moving the Fenimore Park entrance further away from the intersection.
 - At this time no improvements are required to be made as no warrants exist.
 - Deputy Chief Flanagan recommends giving pedestrians a different way to enter the park. Tammy Cohen stated she will meet with the Township Manager and Steve Norcini on this matter. Tammy Cohen will follow up with the original complainant.

RESOLUTION NO. 2017-73

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA AUTHORIZING THE CLEARANCE OF A SURPLUS
VEHICLE.**

WHEREAS, the Police Department annually clears its fleet of surplus equipment due to the purchase of new equipment,

WHEREAS, the Police Department wishes to auction and dispose of the vehicle outlined below:

Unit #T-2 – 2001 Ford Van, VIN# 1FTNE24L51HB70977

NOW, THEREFORE, be it hereby **RESOLVED** that the Board of Commissioners authorizes the clearance of a surplus vehicle outlined above.

SO RESOLVED this 12th day of June 2017.

RADNOR TOWNSHIP

By: _____

Name: Elaine P. Schaefer

Title: President

ATTEST: _____

Robert A. Zienkowski, Secretary

Radnor Township

PROPOSED LEGISLATION

DATE: 05/17/17

TO: Robert A. Zienkowski, Township Manager

FR: Superintendent William A. Calarulo

LEGISLATION: Resolution 2017-73 to send to auction a 2001 Ford Police Van

LEGISLATIVE HISTORY: Request for legislation/new

PURPOSE AND EXPLANATION: The Police Department requests to send to auction a 2001 Ford Van, T-2 VIN# 1FTNE24L51HB70977 with 95,390 miles. This vehicle has been replaced by a 2016 E350 Van, H-3 with a reserve price is \$500.00.

FISCAL IMPACT: None

RECOMMENDED ACTION: The Police Department respectfully request the Board to adopt the amendment at the regular Board of Commissioners Meeting on June 12, 2017.

RESOLUTION NO. 2017-75
A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, AUTHORIZING
COMMONWEALTH COMPUTER RECYCLING TO
CONDUCT AN ELECTRONICS RECYCLING AND
SHREDDING EVENT

WHEREAS, the Covered Device Recycling Act of 2010, which came into effect January 24th, 2013, prohibits Radnor Township from disposing of electronics in its waste stream

WHEREAS, the Radnor Township Board of Commissioners wishes to provide for the ability of Radnor Township residents to properly dispose of their electronic devices and shred sensitive documents

WHEREAS, Commonwealth Computer Recycling, LLC will collect said electronic devices, and shred paper, at the following costs:

- | | |
|--|-------------|
| • Transportation charge from Commonwealth Computer Recycling | \$1,200 |
| • Collection of televisions or CRTs | \$25/EA |
| • Collection of rear projection televisions | \$50/EA |
| • All electronic items not noted above | 20 cents/LB |
| • Paper shredding, up to 9,000 pounds | \$800 |
| • Paper shredding over 9,000 pounds | 6 cents/LB |

NOW, THEREFORE, be it *RESOLVED* by the Board of Commissioners of Radnor Township does hereby Authorize Commonwealth Computer Recycling, LLC, to conduct an Electronics Recycling and Shredding Event, for the aforementioned fees.

SO RESOLVED this 12th day of June, A.D., 2017

RADNOR TOWNSHIP

By: _____

Name: Elaine P. Schaefer

Title: President

ATTEST:

Robert A. Zienkowski
Manager/Secretary

Radnor Township
PROPOSED LEGISLATION

DATE: June 6, 2017

TO: Radnor Township Board of Commissioners

FROM: Stephen F. Norcini, P.E., Director of Public Works *SFN*

CC: Robert A. Zienkowski, Township Manager
William M. White, Assistant Township Manager/Finance Director
Leah McVeigh, Public Works Department Administrative Assistant

Legislation: Resolution #2017-75: Authorizing an Electronics Recycling and Shredding Event to Be Hosted by Radnor Township

LEGISLATIVE HISTORY: The Board of Commissioners authorized the first event of this type for Radnor Township in 2016. The event was a great success, as noted by the following collection totals:

- 220 TV/CRT monitors (total weight for the monitors and projection televisions was 21,210 pounds)
- 45 floor model projection televisions
- 17,270 pounds of consumer E waste
- 7 tons of paper shredded

The total cost of last year's event was \$12,527.54.

PURPOSE AND EXPLANATION: Township administration is requesting to hold an ewaste recycling and shredding event at the Township Building on October 14th, 2017. If approved by the Board of Commissioners, appropriate notification will be sent out to our residents. The event will only be open to residents of Radnor Township (not businesses), and proper proof of residency will be required to drop off electronics, as listed below. The cost of the service, provided by Commonwealth Computer Recycling, LLC, is outlined below (please see their proposal, attached).

- | | |
|--|-------------|
| • Transportation charge from Commonwealth Computer Recycling | \$1,200 |
| • Collection of televisions or CRTs | \$25/EA |
| • Collection of rear projection televisions | \$50/EA |
| • All electronic items not noted above | 20 cents/LB |
| • Paper shredding, up to 9,000 pounds | \$800 |
| • Paper shredding over 9,000 pounds | 6 cents/LB |

Using the 2016 collection totals, the proposed event would cost the Township \$14,000.

IMPLEMENTATION SCHEDULE: If approved, the event will take place October 14th, 2017, 9:00 AM – 1:00 PM.

FISCAL IMPACT: This project will be funded from account 01-400-4360.

RECOMMENDED ACTION: *I respectfully request the Board of Commissioners Authorize Commonwealth Computer Recycling to conduct an Electronics Recycling and Shredding Event, respectively, for the fees listed above, at the Radnor Township Building on October 14th, 2017.*

Enclosure: Commonwealth Computer Recycling, LLC cost proposal



Commonwealth Computer Recycling LLC

1628 Roseytown Road Unit 8
Greensburg, PA 15601
T: 866.925.2354

c/o Elwyn Industries, 1 Judy Way
Aston, PA 19014
T: 215.970.7223

www.ccr cyber.com

Client background:

Client name and description:	Township of Radnor
Project name:	2017 Township e Waste Recycling Event
Proposal / Reference #:	n/a
Client contact:	Township of Radnor Leah Mcveigh 610-688-5600 x 155 lmcveigh@radnor.org 301 Iven Avenue Wayne, Pa 19087-5297

CCR qualifications:

Certifications:	R2-RIOS, PADEP permit, SBA certified small business
Insurance:	Coverage includes general liability, data breach liability, pollution, workers compensation, vehicle; PADEP bonded
Compliance:	Compliant with DOD, HIPAA, SOX, GLBA, FACTA, NIST
Additional information:	<ul style="list-style-type: none"> Established in 2010, Commonwealth Computer Recycling (“CCR”) has extensive experience in e-waste management, servicing millions of pounds of electronics since inception. CCR is an NAID member Clients include educational and government institutions, small businesses and Fortune 500 companies. See Appendix A for references Project Supervisor is Joe Connors, VP of Business Development of Commonwealth Computer Recycling LLC All CCR employees undergo an extensive background check prior to hiring; all CCR employees with extensive training as set forth by the R2 Responsible Recycling Standard

Project scope:

Prepared by:	Barb Flack-Dir of Client Services
Items for processing:	Pick up and dispose of Township e waste. CyberCrunch will recycle TVs and any electronics

	with a plug. No large appliances, bulbs, smoke detectors or household batteries.
Project description:	<p>CyberCrunch is pleased to submit this proposal to provide the following services (ticked boxes) in accordance with the requirements set forth by the Pennsylvania Department of Environmental Protection (DEP):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Electronics waste recycling <input type="checkbox"/> Environmental annual impact report <input checked="" type="checkbox"/> Certificate of recycling <input type="checkbox"/> Asset report, including certificate of destruction <input type="checkbox"/> On-site hard drive shredding <input type="checkbox"/> Off-site hard drive shredding <input type="checkbox"/> Secured warehouse storage <input type="checkbox"/> Universal waste disposal (lighting, batteries) <input type="checkbox"/> Containerization <input checked="" type="checkbox"/> Transportation
Transportation, recycling and disposal of material:	All items collected will be processed in accordance with PADEP, EPA, and R2 Responsible Recycling Standards. Copies of CyberCrunch's permit and accreditation are attached at the end of this document
Price:	<p>Transportation Charge: \$ 1,200.00 TV/CRT \$25.00/unit Rear Projection TV \$50.00/unit All other e waste .20 cents per pound.</p> <p>Onsite Paper Shredding up to 9,000 lbs \$800.00 Excess paper amounts over 9,000 lbs @ .06 cents per pound.</p> <p>•We are offering Radnor Township a .5 cent rebate on desktops and laptops only.</p> <p>CCR will provide flyer for your residents, 4 men and a truck. Fall Saturday Event 9:00 am – 1:00 pm Payment terms: Net 10 days.</p> <p>Event date currently available October 14, 2017</p>
Additional information:	<p><u>Option available:</u> On-site hard drive/cell phone shredding! We bring the machine and 1 additional guy \$500.00</p> <p>•Residents of Radnor Township Only-Radnor will check for residency. •CCR will invoice Radnor Township, no residents will be charged.</p>

The parties have executed this Agreement as of the date first set forth above.

Customer: Radnor Township

Name:
Title:
Date:

Vendor: CyberCrunch

Name: <i>Barb Flack</i>
Title: Director of Client Services
Date*: 6/1/17

*** Proposal expires 14 days after signature cited above by CCR**

Appendix A: References

GSA
US District Court-Eastern District of PA Byrne-Green
Federal Complex 601 Market St.
Philadelphia, PA 19106
Nancy Wilkinson
215-861-3587
Nancy.wilkinson@gsa.gov

Children's Hospital of Philadelphia
3401 Civic Center Boulevard, Suite AE-70
Philadelphia, Pa 19104-4399
Mark A. Stauff, Manager IS Operations Center
267-426-9007
stauff@email.chop.edu

Armstrong Group
1 Armstrong Place
Butler, PA 16001
Sean Powell 724-283-0925 ext. 50341
spowell@agoc.com

**RESOLUTION NO. 2017-76
A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, AUTHORIZING GANNETT
FLEMING, INCORPORATED, TO PERFORM
INFILTRATION TESTING AT THE WAYNE TRAIN
STATION**

WHEREAS, SEPTA has provided \$100,000 to the Township for stormwater management construction at the Wayne Train Station

WHEREAS, the Township will prepare the design of said stormwater management system

WHEREAS, infiltration testing is needed to prepare the design

WHEREAS, Gannett Fleming, Incorporated has provided a cost proposal in the amount of \$13,860 to perform infiltration testing at the Wayne Train Station

NOW, THEREFORE, be it *RESOLVED* by the Board of Commissioners of Radnor Township does hereby Authorize Gannett Fleming, Incorporated, to Perform Infiltration Testing at the Wayne Train Station, for the amount of \$13,860.

SO RESOLVED this 12th day of June, A.D., 2017

RADNOR TOWNSHIP

By: _____
Name: Elaine P. Schaefer
Title: President

ATTEST: _____
Robert A. Zienkowski
Manager/Secretary

Radnor Township
PROPOSED LEGISLATION

DATE: June 6, 2017

TO: Radnor Township Board of Commissioners

FROM: Stephen F. Norcini, P.E., Director of Public Works *SFN*

CC: Robert A. Zienkowski, Township Manager
William M. White, Assistant Township Manager/Finance Director
Roger Phillips, PE, Gannett Fleming, Incorporated

LEGISLATION: Resolution #2017-77: Authorizing Gannett Fleming, Incorporated, to Perform Infiltration Testing at the Wayne Train Station

LEGISLATIVE HISTORY: In late 2015, this item was before the Board of Commissioners. The drilling contractor that Gannett Fleming was to use, after a long and arduous path, was unable to meet AMTRAK's very stringent insurance requirements. Gannett Fleming now has on board a firm that can meet AMTRAK's insurance requirements.

PURPOSE AND EXPLANATION: SEPTA provided the Township with \$100,000 for stormwater management construction beneath the Wayne Train Station parking lot. The Township was to prepare the design and bidding documents. The proposal before the Board of Commissioners is for Gannett Fleming to perform subsurface investigation at the Wayne Train Station, in the form of infiltration testing. The results of this procedure will provide insight into the ability of the soils at the train station to infiltrate runoff. The design of the stormwater management system will be based, in part, on the results of the subsurface investigation.

IMPLEMENTATION SCHEDULE: Pending Board of Commissioners approval, a purchase order will be processed, and Gannett Fleming will begin work as soon as possible (understanding we are still working under the requirements of AMTRAK).

FISCAL IMPACT: The cost proposal (please see attached) from Gannett Fleming to perform this evaluation is in the amount of \$13,860, which will be funded by the Stormwater Fund.

Enclosure: Gannett Fleming, Incorporated Infiltration Testing Cost Proposal



Gannett Fleming

Excellence Delivered As Promised

May 16, 2017

Stephen Norcini, P.E.
Director of Public Works
Radnor Township
301 Iven Avenue
Radnor, PA 19087

RE: Wayne Train Station Stormwater Facilities Infiltration Testing

Dear Steve:

Gannett Fleming, Inc. is pleased to submit the following scope of work and cost proposal to perform soil borings and infiltration systems located at the SEPTA Wayne Station site.

I. SCOPE OF WORK

Gannett Fleming, Inc. will perform the services outlined in the attached Scope of Work.

Radnor Township will provide the following to assist Gannett Fleming, Inc. in the prosecution of the work:

- Provide access to the site and provide any plans, documents, and reports associated the project.

II. COST

Based on the above scope of work, we will perform the services for the following estimated costs. Costs are estimates only due to the nature of the work and the potential variation of detailed design based on the selected alternatives. **Total billings will not be exceeded without written notification:**

Infiltration Testing, Field Work and Observation, Technical Memo.	\$13,860.00
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We are prepared to begin this assignment upon your authorization to proceed. We anticipate completing the design portion within 30 days from the notice to proceed.

We appreciate this opportunity to offer our services. If you have any questions concerning our proposal please contact me.

Very truly yours,

GANNETT FLEMING, INC.



Roger A. Phillips, P.E.
Senior Project Manager



Geotechnical Investigation
SEPTA Wayne Station
Radnor Township, Pennsylvania
5/16/17

The proposed construction will consist of new underground stormwater storage/infiltration beds below the SEPTA Wayne Station parking lot off of North Wayne Avenue in in Radnor Township, Pennsylvania

The subsurface investigation will consist of test borings to characterize the existing soil conditions within the area of the proposed construction. According to the Pennsylvania Department of Conservation and Natural Resources (PA DCNR) website the site is underlain by Mafic Gneiss. A total of four (4) borings and four (4) auger probes are proposed. Two borings and auger probes will be performed at each of the two proposed BMP locations. Borings will extend to a maximum depth of 8 feet below the ground surface or auger refusal. Rock coring will not be performed. It is anticipated that test borings will be performed with truck or track-mounted drilling equipment.

The auger probes will be drilled to a depth of 6 feet below the existing ground surface adjacent to each boring for percolation testing. One percolation test will be performed in each of the auger probe locations. Percolation testing will be performed in accordance with Pennsylvania Stormwater Best Management Practices Manual and Pennsylvania Code 73.15. Percolation testing will require the holes to be presoaked for a period of 24 hours prior to performing the test.

Gannett Fleming will prepare and administer the subsurface drilling contract and provide a staff engineer/geologist to inspect the borings and perform percolation testing. The inspector will coordinate the fieldwork with the drilling contractor and the project geotechnical engineer. It is assumed that the proposed borings will be located in the field from existing features. The test borings will be completed using standard OSHA Level D personal protective equipment with no anticipation of contaminated soils. Samples will be taken using a split barrel sampler in accordance with ASTM D1586 the Standard Penetration Test method. Test borings and auger probes will be backfilled with cuttings upon completion and asphalt cold-patched as necessary. It is anticipated that field work will be conducted on a Saturday and Sunday within the existing parking lot and gravel path. The drilling activities will require taking up two parking spaces at each boring location during weekend daytime hours.

Gannett Fleming will prepare typed test boring logs. Representative soil samples will be tested in Gannett Fleming's AMRL certified geotechnical laboratory to determine moisture, gradation, and plasticity for classification. A summary of the subsurface investigation including test boring logs, laboratory results, and infiltration rates will be provided in a brief Geotechnical Memo.

Radnor Township
PROPOSED MOTION

DATE: June 5th, 2016

TO: Radnor Township Board of Commissioners

FROM: Stephen F. Norcini, P.E., Director of Public Works *SN*

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

Motion: Authorizing the Public Works Department to Receive Sealed Bids for the 2017 Superpave Resurfacing Program

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

PURPOSE AND EXPLANATION: The project entails milling the existing surface of the street to maintain curb reveal and remove oxidized asphalt, repairing any areas that are deteriorated by base repair (if needed), leveling course (if needed), and the installation of 1.5" of compacted 9.5 mm Superpave wearing course. Also included is the replacement of existing speed humps, pavement markings, and loop detectors. Roads are chosen for consideration based on the following criteria: alligating, oxidation, rutting, deformation, utility cuts, general condition, and use. The roads being requested for resurfacing are noted in Attachment 1. If all roads as proposed on Attachment 1 are paved, then 4.93 double lane miles will be resurfaced.

IMPLEMENTATION SCHEDULE: If approved by the Board of Commissioners, the project will be bid as soon as possible, with a proposed completion date of October, 2017.

FISCAL IMPACT: Funding for this project is provided in the Liquid Fuels Account, #03-439-4880. The budgeted amount is \$948,020. Please see the enclosed Liquid Fuels Fund (#03) Budget Worksheet and Department Summary, taken from the 2017 Board of Commissioners Adopted Budget.

RECOMMENDED ACTION: *I respectfully request the Board of Commissioners authorize the Public Works Department to receive bids for the 2017 Superpave Resurfacing Program.*

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

Enclosures: Attachment #1, Proposed Paving List
Liquid Fuels Fund Budget Worksheet
Department Summary

Attachment #1

2017 Superpave Resurfacing Program Proposed Street List

Proposed Streets for Resurfacing Under the 2017 Radnor Township Superpave Resurfacing Program													
Quantities are for informational purposes only. Bidders are required to fully familiarize themselves with the project.													
Street Name	TO	FROM	Length (LF)	Milling (SY)	Superpave (Ton)	Leveling Course (Tons)	Base Repair (SY)	Speed Hump (EACH)	Striping (LF) (DY)	Stop Bar (EA)	Crosswalk (EA)	Loop Detectors (EA)	Hours of Work
Aberdeen Terrace	Chamounix	Radnor Street	790	2,565	260	75	100			1			
Abrahams Lane	Church	Newtown	1300	7,460	750	300	300		725	2			
Belrose Lane	Glenmary	Houston	930	1,922	200	50	25			2			
Chamounix Road	Aberdeen Terrace	Lancaster Ave.	2130	6,690	690	100	200		1360	2	2	1	
Clyde Circle	ALL	ALL	1330	4,360	440	50	50		100	1	1	1	
Cumberland Place	ALL	ALL	1090	3345	320	100	150			1			
*Garrett Avenue	ALL	ALL	1855	5000	500	200	110	3	125	2	1	1	
Hamilton Road	ALL	ALL	1740	5578	360	50	50			1			
S. Ithan Avenue	Clyde Road	#473 S. Ithan	3200	9253	930	100	50		2630	4			
Jefferson Road	ALL	ALL	535	1946	200	50	50			1			
**Lowrey's Lane	Lancaster Ave.	#102	100	150	20	25	10			1	1	1	
Maplewood Avenue	Maple Glenn	S. Valley Forge	770	2020	210	200	300		700	1			
Mill Road	North Woods	Twp. Line	1300	6130	620	200	250		1900				
Montgomery Lane	ALL	ALL	630	1970	200	25	30						
St. Davids Avenue	Aberdeen Terrace	Glenmary Lane	3600	9600	970	200	250	1	80	6	1	1	
St. Davids Court	St. Davids Road	Twp. Paint Marking	635	1,450	145	50	100			1			
West Wayne Avenue	Weslwyn	Maplewood	1530	4630	470	200	300			2	1		
PROJECT TOTALS			4,493 Double Lane Miles	74,139 SY	7,485 tons	1,975 tons	2,325 SY	4 speed humps	7,620 LF DYL	28 Stop Bars	7 Crosswalks	5 Loop Detectors	
* Bridge deck to be resurfaced				SCHOOL ZONE - hours of work are 7:00 AM - 4:00 PM; school buses and motorists must have access to the school during the work day 7:15 AM - 3:00 PM									
** Single lane				9:00 AM - 3:00 PM									

Radnor Township, PA
Liquid Fuels Fund (#03) Budget Worksheet

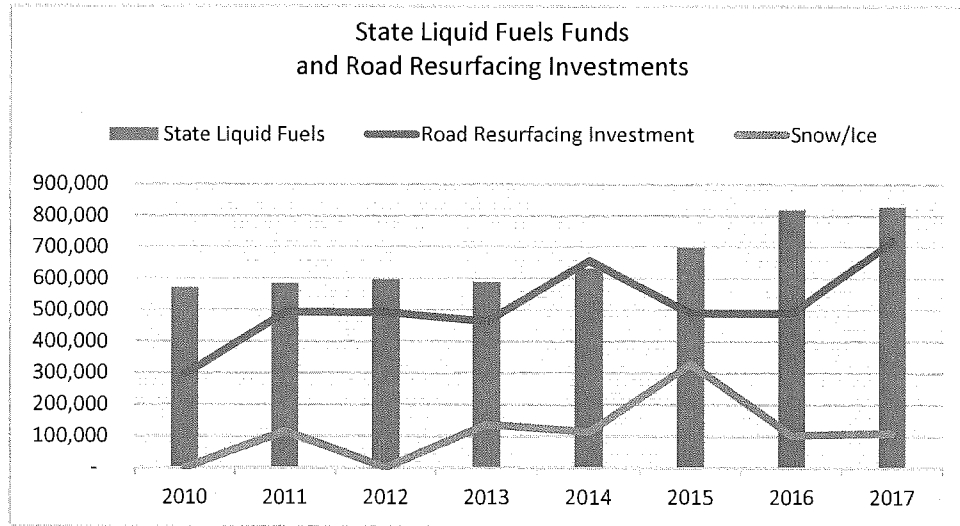
Account Description	Actual	Actual	Actual	BOC Original Budget	BOC Amended Budget	Full Year Actual		Initial Forecast	Township Manager Recommended Budget		Board Approved Budget		
	2013	2014	2015	2016	2016	2016	%Δ	2017	%Δ	2017	%Δ	2017	%Δ
REVENUES:													
Interest and Rents													
Interest & Rents	748	895	880	1,000	1,000	1,912	117%	2,000	5%	1,000	-48%	1,000	-48%
Total Interest and Rents	\$ 748	\$ 895	\$ 880	\$ 1,000	\$ 1,000	\$ 1,912		\$ 2,000		\$ 1,000		\$ 1,000	
\$ Δ	255	147	(16)	121	121	1,033		88		(912)		(912)	
% Δ	52%	20%	-2%	14%	14%	117%		3%		-48%		-48%	
Grants and Gifts													
State Liquid Fuels Allocation	589,543	633,359	699,158	788,724	788,724	818,659	17%	840,000	3%	829,316	1%	829,316	1%
Total Grants and Gifts	\$ 589,543	\$ 633,359	\$ 699,158	\$ 788,724	\$ 788,724	\$ 818,659		\$ 840,000		\$ 829,316		\$ 829,316	
\$ Δ	(7,753)	43,816	65,799	89,566	89,566	119,501		21,341		10,657		10,657	
% Δ	-1%	7%	10%	13%	13%	17%		3%		1%		1%	
Miscellaneous													
Refund & Miscellaneous	-	-	85,158	-	-	48,718	-43%	-	-100%	-	-100%	-	-100%
Total Miscellaneous	\$ -	\$ -	\$ 85,158	\$ -	\$ -	\$ 48,718		\$ -		\$ -		\$ -	
\$ Δ	-	-	85,158	(85,158)	(85,158)	(36,439)		(48,718)		(48,718)		(48,718)	
% Δ	n/a	n/a	n/a	-100%	-100%	-43%		-100%		-100%		-100%	
Transfers In													
Transfer In: General Fund	39,320	-	-	-	-	-	n/a	-	n/a	-	n/a	-	n/a
Total Transfers In	\$ 39,320	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -	
\$ Δ	39,320	(39,320)	-	-	-	-		-		-		-	
% Δ	n/a	-100%	n/a	n/a	n/a	n/a		-100%		-100%		-100%	
TOTAL LIQUID FUELS REVENUES	\$ 629,612	\$ 634,255	\$ 785,195	\$ 789,724	\$ 789,724	\$ 869,289		\$ 842,000		\$ 830,316		\$ 830,316	
\$ Δ	31,823	4,643	150,941	155,469	155,469	235,035		(27,289)		(38,973)		(38,973)	
% Δ	5%	1%	24%	25%	25%	37%		-3%		-4%		-4%	
EXPENDITURES:													
Snow and Ice Removal													
Operating Supplies (Salt)	137,131	114,200	331,065	110,000	110,000	102,626	-9%	110,000	7%	110,000	7%	110,000	7%
Total Snow and Ice Removal	\$ 137,131	\$ 114,200	\$ 331,065	\$ 110,000	\$ 110,000	\$ 102,626		\$ 110,000		\$ 110,000		\$ 110,000	
\$ Δ	137,131	(22,931)	216,865	(221,065)	(221,065)	(228,439)		7,374		7,374		7,374	
% Δ	n/a	-17%	190%	-67%	-67%	-69%		7%		7%		7%	
Highway Construction and Rebuilding													
Traffic Signal Contracted Svcs.	-	-	-	-	-	-	n/a	-	n/a	-	n/a	-	n/a
Resurfacing & Rebuilding	492,298	464,710	656,889	679,724	679,724	984,147	50%	732,000	-26%	948,020	-4%	948,020	-1%
Total Highway Construction	\$ 492,298	\$ 464,710	\$ 656,889	\$ 679,724	\$ 679,724	\$ 984,147		\$ 732,000		\$ 948,020		\$ 948,020	
\$ Δ	492,298	(27,588)	192,179	22,835	22,835	327,258		(252,147)		(36,127)		(36,127)	
% Δ	n/a	-6%	41%	3%	3%	50%		-26%		-4%		-4%	
TOTAL LIQUID FUELS EXPENDITURE	\$ 629,429	\$ 578,910	\$ 987,954	\$ 789,724	\$ 789,724	\$ 1,086,773		\$ 842,000		\$ 1,058,020		\$ 1,058,020	
\$ Δ	629,429	(50,520)	409,044	(198,230)	(198,230)	98,818		(244,773)		(28,753)		(28,753)	
% Δ	n/a	-8%	71%	-20%	-20%	10%		-23%		-3%		-3%	
Fund Balance													
Beginning Fund Balance, January 1	\$ 680,945	\$ 687,328	\$ 742,673	\$ 539,915	\$ 539,915	\$ 539,915	-27%	\$ 322,432		\$ 322,432		\$ 322,432	
Revenues	629,612	634,255	785,195	789,724	789,724	869,289	11%	842,000		830,316		830,316	
Expenditures	629,429	578,910	987,954	789,724	789,724	1,086,773	10%	842,000		1,058,020		1,058,020	
Accrual / Misc Adjustments	6,200	1	1	-	-	-		-		-		-	
Ending Fund Balance	\$ 687,328	\$ 742,673	\$ 539,915	\$ 539,915	\$ 539,915	\$ 322,432	-46%	\$ 322,432		\$ 94,728		\$ 94,728	
Increase / (Decrease) In Fund Balance	\$ 6,382	\$ 55,346	\$ (202,758)	\$ -	\$ -	\$ (217,483)		\$ -		\$ (227,704)		\$ (227,704)	
\$ Δ	182	55,345	(202,759)	-	-	(217,483)		-		(227,704)		(227,704)	

**Radnor Township, PA
Liquid Fuels Fund
2017 Operating Budget Narrative**



Department Summary:

This fund is mandated by Pennsylvania law and is required to account for the State and County contributions to Radnor Township for road and related improvements.



Service / Program Descriptions:

Name	Description
Snow & Ice Removal	The Public Works department contracts with the State to plow and remove snow and ice from certain state routes within Radnor Township. Therefore, a portion of the Township's expense associated with the purchase of salt is charged against this fund.
Road Construction	The Township contracts annually for various road resurfacing projects and utilizes these funds to accomplish that.
Traffic Lighting	Similar to the snow and ice removal, the Township incurs certain costs associated with traffic signals on State routes.

Radnor Township
PROPOSED MOTION

DATE: May 30th, 2017

TO: Radnor Township Board of Commissioners

FROM: Stephen F. Norcini, P.E., Director of Public Works *SFN*

CC: Robert A. Zienkowski, Township Manager
William M. White, Assistant Township Manager/Finance Director
Helen Grommell-McGrane, President, Board of Trustees of the Memorial Library of Radnor Township
Anny Laepple, Executive Director, Memorial Library of Radnor Township

LEGISLATION: Motion – Emergency Repair – Installation of Sump Pumps at the Radnor Memorial Library

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

PURPOSE AND EXPLANATION: In the Library’s mechanical room are two sump pumps, used to control groundwater from entering the building. They have been malfunctioning for a period of months; they were diagnosed in need of replacement. Subsequently, as a stop gap measure, a small residential sump pump has been placed in the sump to assist in dewatering. This is only a temporary situation at best, and a permanent “fix” in the way of two new sump pumps is required.

IMPLEMENTATION SCHEDULE: I informed the Manager and Assistant Manager/Finance Director of the situation; that the cost to replace the sump pumps is \$8,971. Section §5-51(B)(7) of the Municipal Code reads as follows: “Emergency repairs or service and equipment required by emergency conditions. Approval shall be given by the Manager or Finance Director and the department head involved in the emergency if the contract is for over \$3,000, it shall be approved by a special meeting of the Board. The written contract shall be signed by the President of the Board or the Manager if authorized by the Board.” The pumps have been ordered, and will be installed as soon as they are received, following the procedure outlined in the Municipal Code.

FISCAL IMPACT: Horn Plumbing and Heating, Incorporated, has submitted a cost proposal in the amount of \$8,971 to supply and install the replacement sump pumps. An emergency purchase order, noting the Library Construction Fund, has been processed.

Enclosure: Horn Plumbing & Heating, Incorporated “Job Estimate”



HORN PLUMBING & HEATING, INC.

304 NATIONAL ROAD, SUITE 100, EXTON, PA 19341

(610) 363-4200 fax (610) 363-9080 info@hornplumbing.com

PA HIC: PA031148

May 4, 2017

Radnor Township

301 Iven Avenue

St. Davids, PA 19087

Attn: Marc Dominic

610-688-5600

Email: mdomenick@radnor.org

Job Location: Wayne Library

J O B E S T I M A T E

Remove the existing dual sump pump system and install a new duplex alternating pump system as per designed by Horn Plumbing & Heating, Inc.

The pump manufacture "Little Giant" engineer has spected out the job.

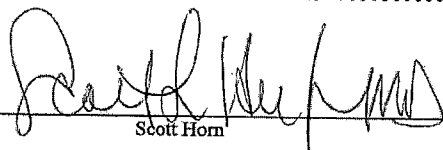
Horn Plumbing & Heating, Inc. is installing the system as per the engineer's pipe size and design.

All plumbing work performed by Horn Plumbing & Heating, Inc is guaranteed.

Upon completion of the work, payment is due in full.

TOTAL ESTIMATED JOB COST:.....\$ 8,971.00

JOB ESTIMATED BY:



Scott Horn

You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right.

The registration number of Horn Plumbing & Heating, Inc. can be obtained from the Pennsylvania Office of Attorney General's Bureau of Consumer by calling 1-888-520-6680.

Our combined single limit insurance is \$2,000,000

CLIENT SIGNATURE: _____

DATE: _____

CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board
Radnor Township, Pennsylvania



NAME OF OWNER: ROMANO ANTHONY & JACQUELINE
OWNER ADDRESS: 210 N WAYNE AVE, WAYNE, PA 19087
ADDRESS OF PROPERTY: 210 N WAYNE AV , WAYNE PA 19087
APPLICATION NUMBER: HARB-2017-13

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

14'x14' Addition to the right rear corner of the house.

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, June 12, 2017

TOWNSHIP OFFICIAL

ACCEPTED BY APPLICANT

Elaine P. Schaefer, President

Recognition of
Richard Petrella
for 15 Years of Service

Recognition of
Police and Community
Members

Jennifer DeStefano

From: Jennifer DeStefano
Sent: Wednesday, December 21, 2016 4:26 PM
To: Stephen Harris
Cc: RE: Radnor Township
Subject:

Jennifer,

I do not have a formal resume. However, I have been practicing municipal law for over 40 years. I represented Solebury Township, Newtown Township and Upper Makefield Township in Bucks County for over 25 years each. I represented Warminster Township for over 12 years. I have represented numerous zoning hearing boards and Authorities and have served as special counsel for many townships over the years.

In addition, I have extensive experience representing municipalities before the Courts of Common Pleas in Southeastern Pennsylvania, the Commonwealth Court of Pennsylvania and the Supreme Court of Pennsylvania.

Finally, I also have experience representing developers and applicants before municipal bodies, including a number of very contentious applications over the years.

My hourly rate is \$200.00 per hour for matters such as these.

I am not available on Tuesday night, January 3, 2017. As you no doubt know, that is the evening on which Townships of the Second Class are required to reorganize. Although I am not required to attend the Hilltown Township meeting, Tincum Township, the other Township which I am currently representing, does have business meeting that evening, in addition to reorganizing, which I will be required to attend.

Please let me know if you require any additional information.

Steve

SH

Stephen B. Harris

Licensed for 49 years

Peer Reviews **4.9/5.0** 1 review



CONTACT CONTACT 215-488-7923

About Stephen B. Harris

Phi Beta Kappa; Tau Beta Pi. First Assistant District Attorney, 1968-1983 and Chief of Appeals, 1983—, Bucks County District Attorneys Office.

AREAS OF LAW

General Practice

Zoning, Planning and Land Use

Environmental Law

Appellate Practice

Real Estate

Litigation

CLIENT REVIEWS

This lawyer does not have any reviews.

[Write a Review](#)

PEER REVIEWS

4.9/5.0
1 review



Legal Knowledge	Analytical Capability	Judgment	Communication	Legal Experience
<input type="text" value="5.0/5.0"/>	<input type="text" value="4.9/5.0"/>	<input type="text" value="4.9/5.0"/>	<input type="text" value="4.9/5.0"/>	<input type="text" value="4.9/5.0"/>

4.2/5.0 by a Sole Practitioner on 06/02/14 in Civil Litigation

Steve is an excellent attorney. I have seen in action in litigation and he is articulate and effective. [Read more](#)

[Flag review](#)

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Updated 09/30/2016

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Harris, Stephen B

Harris & Harris

PO Box 160
1760 Bristol Rd
Warrington, PA 18976-0160
Phones: (215) 343-9000
Fax: (215) 343-9012

MAP LOCATION



[View larger map/Directions »](#)

LAWYER OVERVIEW

Current Employment Position(s)

Shareholder

Year Joined Firm

1971

Practice Areas

Municipal Corporations
Municipal Employment --
Employee
Municipal Employment --
Employer
Municipal Liability
Family Law
Litigation & Appeals
Environmental Law
Real Estate Law

Litigation

40%

QUALIFICATIONS

HOW DO I CHOOSE A LAWYER?

Consider the following:

Comfort Level - Are you comfortable telling the lawyer personal information? Does the lawyer seem interested in solving your problem?

Credentials - How long has the lawyer been in practice? Has the lawyer worked on other cases similar to yours?

Cost - How are the lawyer's fees structured - hourly or flat fee? Can the lawyer estimate the cost of your case?

City - Is the lawyer's office conveniently located?

NOT SURE WHAT QUESTIONS TO ASK A LAWYER?

Appointment of Township Engineer

Public Participation

REAL ESTATE STRATEGIC PLANNING ADVISORS LLC

RADNOR TOWNSHIP BUSINESS PLAN PROPOSAL FOR THE WILLOWS MANSION

June 1, 2017



OVERVIEW

1. Project Background and Description

Radnor Township published a request for proposal to retain a qualified and experienced firm to develop a Professional Operating Business Plan for the Willows Mansion located at 490 Darby-Paoli Road in Villanova. The 47-acre estate, owned by Radnor Township, includes the Mansion, cottage and park property. The Willows Mansion has been utilized in the past for weddings, private parties, civic functions, business meetings, and other special functions, accommodating 25 to 150 guests.

2. Project Requirement

The Business Plan shall include the proposed architectural changes and restoration to make the facility usable for the proposed uses; preservation of all three floors is recommended but not essential; uses should be primarily public and for use by the community with low impact; and the rehabilitation costs not exceed \$1 million.

3. The Willows Mansion Business Plan – Desired Outcomes

- Optimal utilization of the property and facility at a net positive benefit to Radnor Township.
- Total cost to operate the facility is a net positive to the Radnor annual operating budget.
- Long term operating objectives:
 - The Mansion meets local safety codes and operating restrictions.
 - Property events are consistent with facility capabilities; main and second floor use only.
 - ADA access and bathroom compliance is achieved. Safety alarms are maintained.
 - Increased community awareness and support for the Mansion and property.

4. Scope of Work

The proposed Scope of Work would include the following three phases and activities:

- **Phase 1 – Property/Facility Assessment**
 - Complete a comprehensive facility analysis, including a review of past property proposals.
 - Identify the strengths and limitations of the Willows facility from a financial, functional & operational standpoint.
 - Evaluate Radnor Townships driving factors and financial expectations; annual facility O&M costs and expected rental income.
 - Define the property risks and opportunities – location, area residents, noise restrictions, facility capacity/utilization, parking, and access.
 - Review site infrastructure expense needs and potential one-time capital costs.
 - Define building architectural restoration and rehabilitation needs, options and cost for the building exterior and the main and second floors.
- **Phase 2 – Property/Facility Option Analysis**
 - Identify Radnor Township risk tolerances and liability coverage.
 - Define the possible property uses and potentially users – develop needs assessment.
 - Identify property attraction, problems and competition – competitive analysis.
 - Evaluate previous property proposals, costs and Radnor Township issues.
- **Phase 3 – Highest & Best Use Plan**
 - Complete a cost/benefit analysis – financing options, cash flow, and rental rate.
 - Rank the best options from a financial and operational standpoint.
 - Complete a decision analysis ranking.
 - Define, qualify, rank and contact potential users.

5. Deliverables

Phase 1 Report – Property Assessment in 30 days from Township approval to proceed

Phase 2 Report – Option Analysis 15 days after Township agreement with Phase 1

6. RESPA/CRESA Experience

Partial List of clients, objectives and results:

- Woods Services, facility assessment & option analysis – identified facility use options, and business realignment plans for a changing business market.
- Philadelphia Housing Authority, property assessment & option analysis – recommended realignment options to achieve a \$2M annual cost reduction.
- Philadelphia Gas Works, property assessment & option analysis – recommended realignment options to achieve a \$3M annual operating expense reduction.
- Triumph Aerospace, facility assessment & cost reduction options – recommended \$9M annual operating expense reduction plan.
- American Family Insurance, portfolio assessment & option analysis – recommended realignment options to achieve a \$13M annual cost reduction.
- Sage Software, portfolio assessment & option analysis – recommended facility realignment options to achieve a \$4M annual cost reduction Plan.

7. Consulting Expertise

Project consultants:

- Greg Fischer, Managing Principal RESPA, MS Civil Engineering, MPA, MBA with 30+ years' experience in property strategic planning
- Jerry McGarry, Senior VP Project Management with 20+ years' experience project management
- Greg Lord, President Architectural Millwork Associates with 30+ years' experience architectural restoration; an approved contractor by the Philadelphia Preservation Alliance

8. Known Willows Mansion Utilization Options

- 1) Radnor maintains control of The Willows Mansion and manages events internally. Estimated facility restoration costs ~\$250,000.
- 2) Radnor leases The Willows Mansion to an events management firm for 10 years plus two 9 year options. Facility improvement costs (~\$1 to \$1.4M) handled by event management firm.
- 3) Radnor enters a public/private partnership with an events management firm to manage the facility. Facility improvement costs shared by event management firm and Radnor, the cost TBD.

9. Potential site activities

- Weddings
- Private parties
- Corporate/Municipal business meetings

- Corporate/University conference center
- Civic functions
- Bed & Breakfast Inn


10. Consulting Hours and Fee

Estimated Scope of Work consulting hours and rate:

- | | |
|--|-----------------|
| • Property assessment and option analysis estimate 60 hours at \$200/hr. | NTE \$12,000 |
| • Project management and capital cost analysis estimate 5 hours at \$200/hr. | NTE \$1,000 |
| • Financial analysis and cost benefit analysis estimate 5 hours at \$200/hr. | NTE \$1,000 |
| Total Project Estimated not to exceed 70 hours at a cost estimate | \$14,000 |

Architectural and building restoration costs to be determined.

APPROVAL AND AUTHORITY TO PROCEED

	<u>5/23/17</u>	_____	_____
Approved By	Date	Approved By	Date

Greg Fischer Managing Principal

Real Estate Strategic Planning Advisors

P.O. Box 955 Springhouse PA 19477

gfischer@respallc.com

215 740-9694

Radnor Township

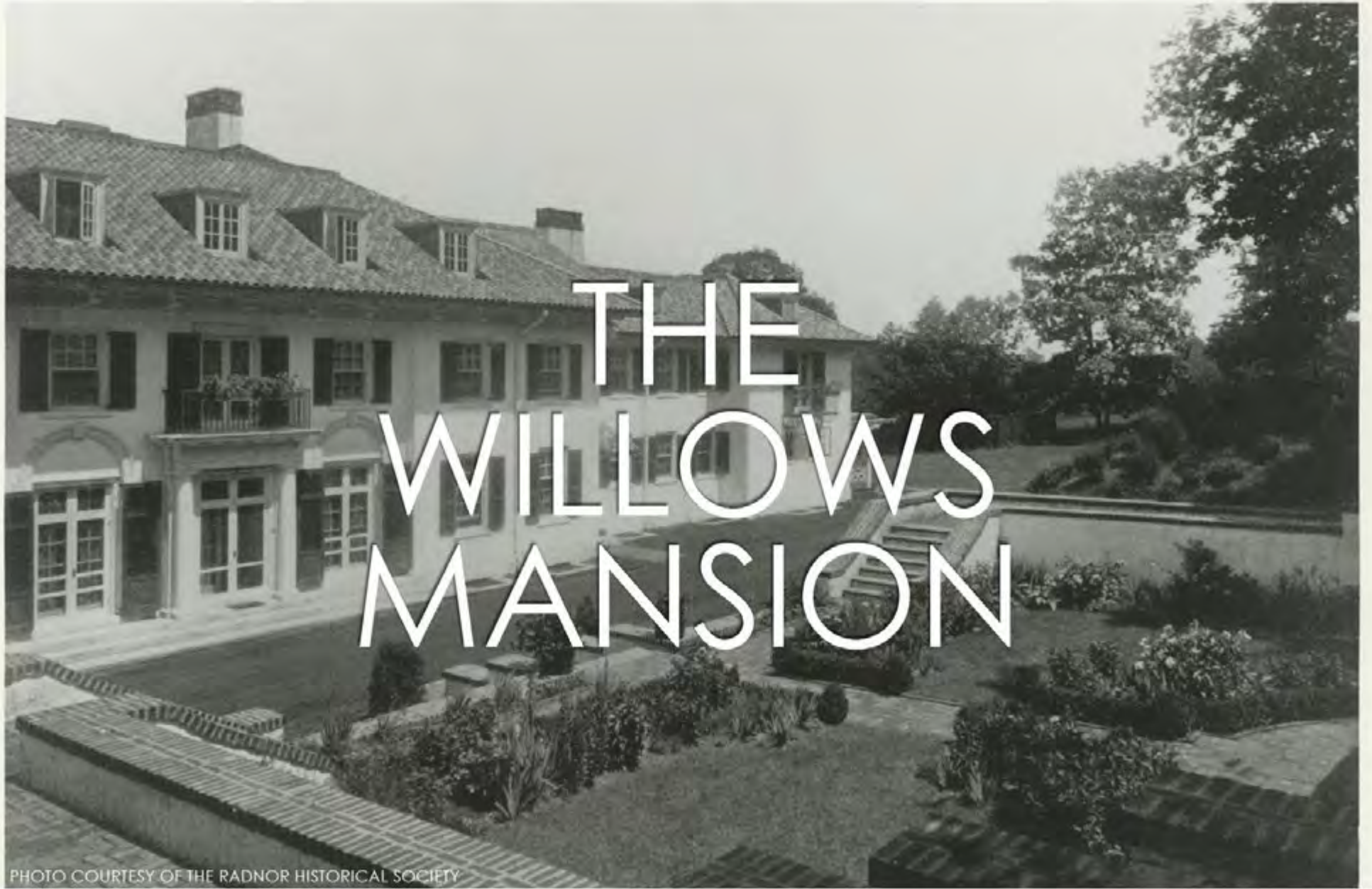


PHOTO COURTESY OF THE RADNOR HISTORICAL SOCIETY

hospitality
Landmark
eat. drink. celebrate. stay.

PROPOSAL

FRANK & JEANNE CRETELLA, PRINCIPALS

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PROJECT OUTLINE

Landmark Hospitality, is seeking to completely restore and expand The Willows Mansion, located in the Township of Radnor, Pennsylvania. Landmark Hospitality is owned and operated by veteran restaurateurs Frank and Jeanne Cretella with over 25 years of “Perfecting the Art of Hospitality.” The Cretellas enjoy a reputation of providing their guests with memorable experiences, and are highly regarded within the hospitality industry for their creative vision, leadership and corporate team-building ability. Frank and Jeanne, along with their highly experienced team, strive for perfection in the art of fine dining, weddings, and corporate and social events.

The acquisition and renovation of local, ‘landmarked’ properties with significant historic and cultural ties to communities is Landmark’s specialty. The highest level of attention and care is assured in the preservation of these cultural landmarks, with the reintegration of the property into the community as our penultimate goal.

Our Proposal for The Willows Mansion is a multi-tiered approach. We aim to:

- (1) renovate and rehabilitate the current mansion while preserving its historical significance;
- (2) operate a self-sustaining hospitality hub that provides a spectacular backdrop to host life’s most important celebrations;
- (3) create a community center encouraging public engagement;
- (4) relieve Radnor Township of a financial burden through providing a sustainable revenue stream.

REHABILITATION, RENOVATION, AND EXPANSION

Landmark's approach with every project—particularly with a historic property—is to ensure the decisions made are considerate of its significant, unique history that maintains the integrity of the property, while increasing its efficiency and flow of the floor plan.

The renovation of The Willows Mansion will include:

- (1) expansion and renovation of the main floor;
- (2) renovation of kitchen facilities;
- (3) renovation of restroom facilities;
- (4) customized, period-specific woodwork and wall treatments;
- (5) customized lighting;
- (6) sound separation;
- (7) renovation and expansion of 13 guest rooms;
- (8) installation of landscape design and outdoor patio space that is complementary of the historic buildings;
- (9) expansion and renovation of present solarium into ceremony space;
- (10) approximate 3,500 sq. ft addition located at the rear of the building;
- (11) installation of a cooperative garden.

The following rendering reflects the above renovation plan.

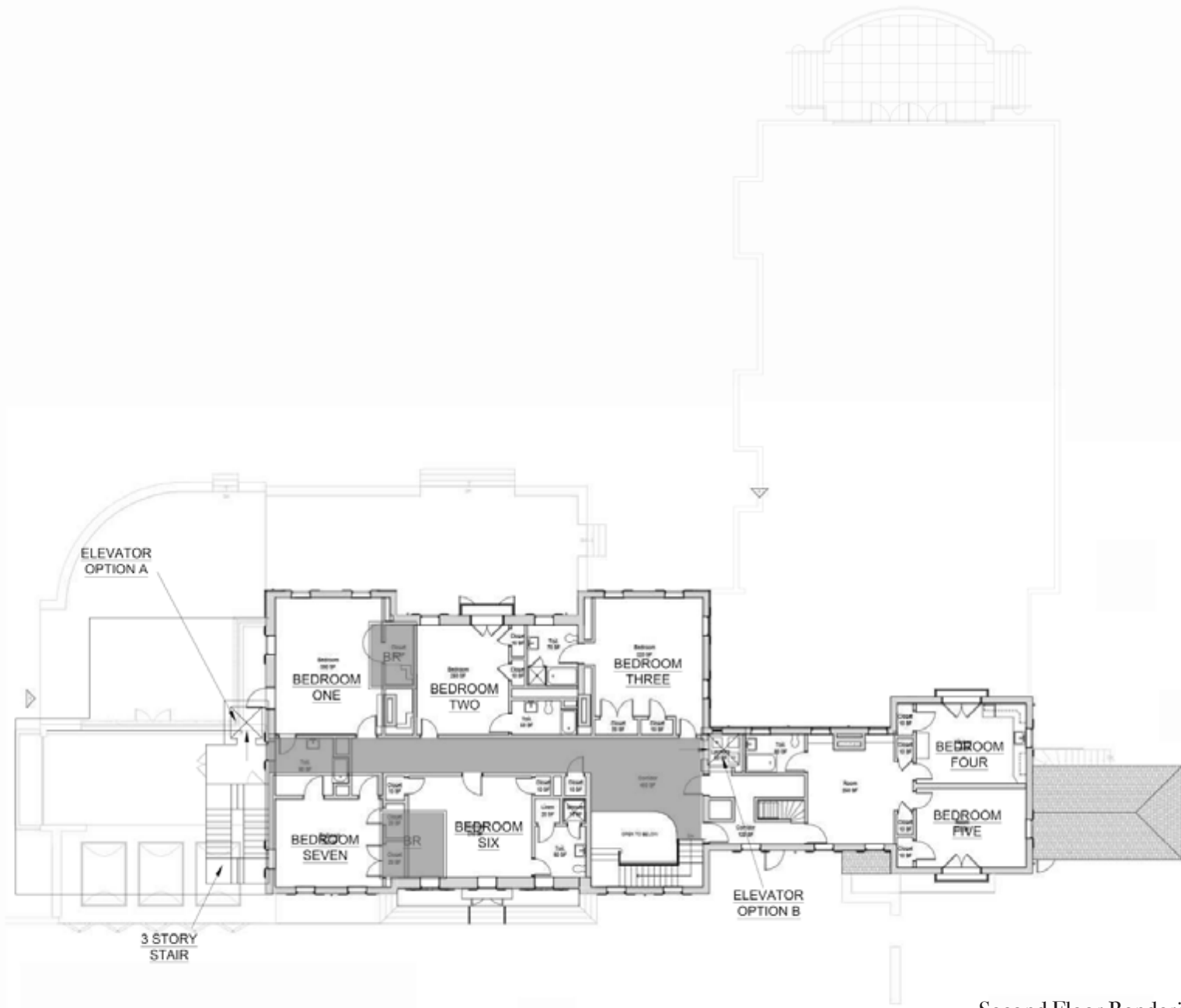
The Willows Mansion





**WILLOWS MANSION ADDITION
 CONCEPT PLAN BY RCFA 4.10.2017**

CONSULTANT
RALPH C. FEY A.I.A. P.C. ARCHITECTS <small>1112 NORTH BRAD STREET COLLESDALE, PA 15111 717-667-2000 WWW.RCFEYARCHITECTS.COM LICENSE PA, NJ, NY</small>
REVISIONS
WILLOWS MANSION RENOVATION 490 DARBY PAOLI RD VILLANOVA, PA 19085
SCALE: 1/8" = 1'-0" SUBMISSION: 10/1/17 CHECKED BY: JCF DATE: 4/10/17



Second Floor Rendering

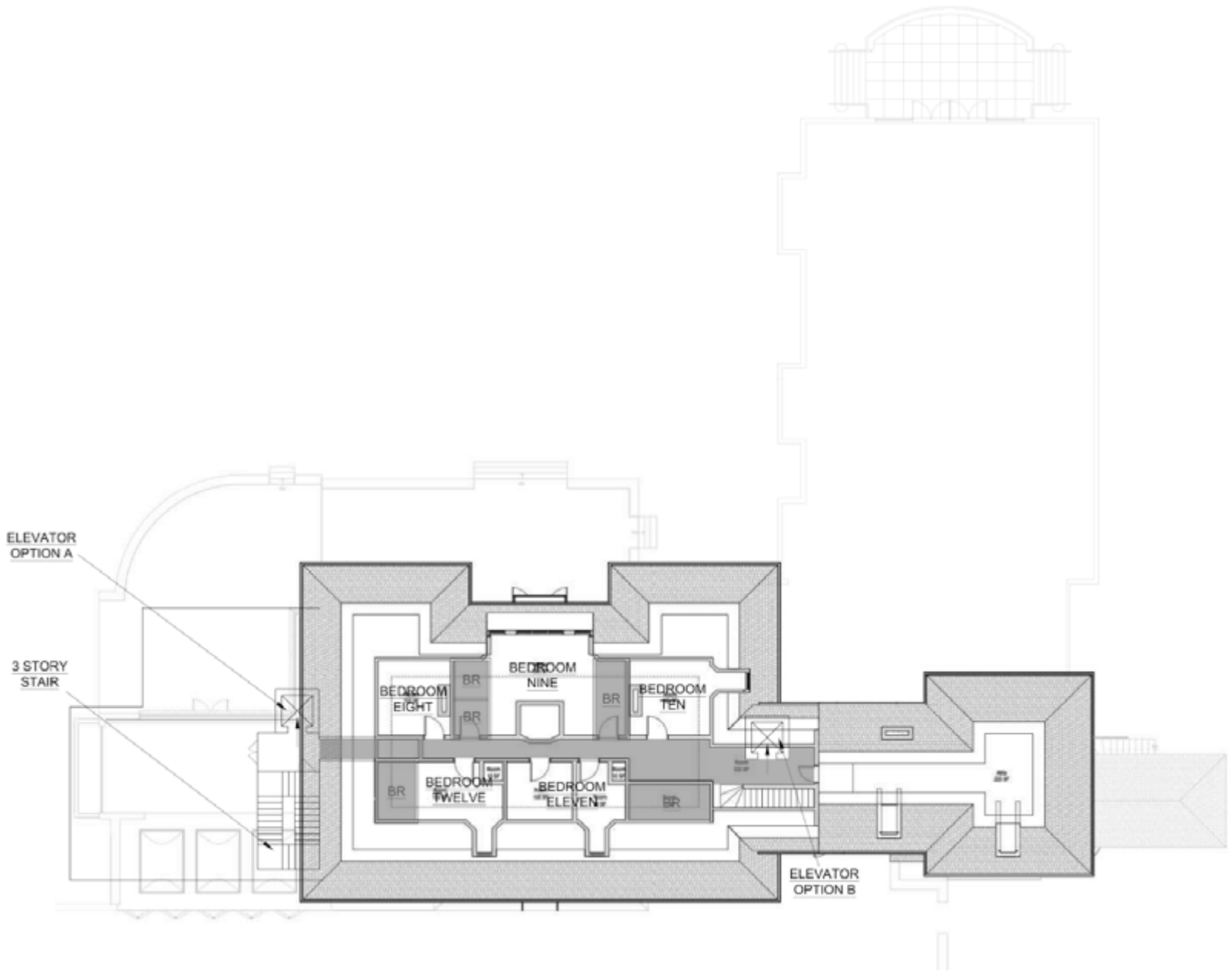
CONSULTANT

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REVISIONS

WILLOWS MANSION RENOVATION
 490 DARBY PAOLI RD
 VILLANOVA, PA 19085

SCALE:
 SUBMISSION: 50
 DRAWN BY: LW
 CHECKED BY: PCF
 DATE: 4/10/2017



Third Floor Rendering

CONSULTANT
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REVISIONS
<p>WILLOWS MANSION RENOVATION 480 DARBY PAOLIRD VILLANOVA, PA 19085</p>
<p>SCALE: SD IN BY: LW DB BY: RCF DATE: 4/13/2017</p>

HOSPITALITY

Our approach to hospitality is a simple philosophy: the quality of our Food, Beverage, Engagement and Atmosphere need to match and exceed the quality and warmth of the physical space. This exceptional standard permeates through all of Landmark Hospitality's venues, and makes Landmark a leading operator in the tri-state area.

Additional Hospitality initiatives include:

- Continuous culinary innovation that takes a true local, farm-to-table approach to food;
- Community-based cooperative garden space, also serving as an onsite farm for produce used for all events, similar to our Dancing Goat Farm Cooperative located at our Stone House at Sterling Ridge property;
- Community events and themed dinners, where the public is invited in to experience our hospitality first-hand.

FINANCIAL

We are proposing to work with Radnor Township on a structure that aligns our operational goals with the town's desire to restore and maintain The Willows Mansion and grounds. This Proposal will result in reduced expenses and added revenue for the township.

Some financial highlights include:

- Landmark will make a capital investment in the property
- Guaranteed minimum rent to the township
- Shared percentage of revenue to the township
- Sustained growth of revenue year over year

ABOUT LANDMARK

Landmark Hospitality is known for creating and operating exceptional event spaces, and are leaders in the Hospitality Industry. The company has held over 1,000 events, with revenues of \$25 million across our venues in 2015. In 2016, Landmark held over 1,200 events with revenues exceeding \$31 million.

Landmark Hospitality owns and manages unique and elegant restaurants and event venues. The Landmark Hospitality portfolio includes locations such as:

- Liberty House Restaurant inside Liberty State Park | Jersey City, N.J.
- Stone House at Stirling Ridge | Warren, N.J.
- The Ryland Inn | Whitehouse Station, N.J.
- The Boathouse at Mercer Lake | Mercer County, N.J.
- Hotel Du Village and The Logan Inn | New Hope, P.A.
- Crave Events Group, our premiere off-premise catering division
- Landmark Destination Weddings

We are currently redeveloping a riverfront property, The North River House, in Jersey City, N.J., which will open to the public as an a-la-carte restaurant and premiere event venue. Our locations reflect our commitment to providing unique settings, all of which share the common thread of creating pleasurable and memorable events, as well as fine dining experiences, for every guest.

THE WILLOWS MANSION

Landmark Hospitality is confident it can restore and renovate The Willows Mansion into a facility that the Radnor, Pennsylvania community can take pride in, while generating additional revenue to the township. Landmark is confident that it can position itself uniquely to serve the ever-growing needs of the discerning clientele, and the residents of the Main Line and surrounding areas.

With multiple event packages and tiered approach to event pricing, Landmark is confident that it will fulfill the needs of the Main Line's clientele by providing an elevated level of service and cuisine not currently offered by existing event spaces and restaurants in the area.

Landmark's goal is to serve as the 'go-to' event space for weddings, social celebrations, local businesses, and community events. Landmark's model for success has always been creative programming for all event spaces, and selling the event spaces properly, in order to maximize usage and host multiple events at any given time. Continuing this approach at The Willows Mansion will grant Landmark the opportunity to host a variety of events -- from weekday corporate meetings, to evening cocktail parties for local sports teams, and multiple weddings on weekends.

By being flexible, creative, and through offering multiple event packages at various price points, Landmark Hospitality will ensure success and a high occupancy rate. Following are specific details of the different event types that are necessary to the space's success.

COMMUNITY

The goal of Landmark Hospitality has always been to incorporate community involvement. Keeping with this mantra, The Willows Mansion will continue to represent and interact with the greater Radnor community. When possible, Landmark will host events that promote the surrounding community, such as:

- educational events;
- themed dinners;
- corporate business functions;
- cooking classes with our esteemed Executive Chef Christopher Albrecht from The Ryland Inn;
- rotating art shows;
- communal garden

In addition to the opening events, Landmark is committed to have a working relationship with The Willows Park to develop exciting programming for the community. Landmark also proposes an open seating, restaurant-style brunch, monthly or bi-monthly, that will provide a unique experience while showcasing the newly renovated Willows Mansion. Landmark Hospitality looks forward to truly partnering with the Radnor community.

SOCIAL EVENTS

With the vast resources of the park, our experienced staff and incredible cuisine, The Willows will be the first choice for the celebration of life events in the community. Our experience in exceeding our client's expectations allows them to enjoy the event while we take care of the rest. Our marketing efforts include reaching out to local community organizations, non-profits, schools and religious groups to encourage them to use The Willows for celebrations throughout the year. It is important to us that we foster a true partnership in the community.

CORPORATE EVENTS

Landmark Hospitality has successfully put forth initiatives to attract businesses to all venues by providing corporate clients with customizable menus, state-of-the-art Audio/Visual packages, and a staff that is familiar with the needs of this clientele. Our intent is to continue these services at The Willows Mansion to best assist local businesses hold more successful events. Through working with the local Chamber of Commerce, and reaching out to the business community in Main Line, Landmark will establish The Willows as the premiere meeting and event space for clients in the business sector.

WEDDINGS

Landmark Hospitality proposes to use all elements of The Willows Mansion's grounds available, including:

- full service for the bride-to-be and her guests in the bridal suite;
- ceremonies and photo opportunities at the gazebo;
- outdoor cocktail hours on the wrap-around deck (modifications for seasonal enclosure ensures year-round use);
- a lavish reception in the Hamilton Ballroom, complete with a bespoke signature cocktail passed as their guests arrive.

Our team of memorymakers will seamlessly guide our clients through every aspect of their wedding day. Landmark memorymakers will provide unmatched service and cuisine to best celebrate life's most important moments. From start to finish, Landmark's clients at The Willows Mansion will be at ease knowing their dedicated event specialist is with them every step of the way.

Initial inquiries will be directed to our internal Event Concierge Desk, staffed with a team of professionals who provide clients with preliminary information before meeting with an event stylist in-person. Constant communication between event stylists and clients is vital to planning flawless events that exceed expectations.

Landmark's many online resources, such as blogs and helpful wedding preparation videos, are also essential to this process. Clients can view this helpful information and are encouraged to share feedback with their event stylists to spark inspiration regarding their upcoming events. This high standard of open dialogue and communication derives from Landmark Hospitality's commitment to superior customer service and provision of genuine hospitality.

ADDITIONAL PROPOSAL

Landmark Hospitality proposes a partnership with Willows Park to develop a cooperative farm for the Radnor community and The Willows Mansion. The Willows Mansion would provide staff to manage and support this effort. A cooperative garden would further cement a positive relationship between the Mansion and the surrounding community, while fostering a reputation of quality and a commitment to community involvement for Landmark and its staff.

FINANCIAL

INVESTMENT

Landmark Hospitality is prepared to invest Two Million Dollars (\$2,000,000) into the stabilization, renovation, and additions to The Willows Mansion, to create a first-class facility comparable to Landmark's portfolio of properties. Landmark Hospitality's in-house construction company, Black Dog Construction, will serve as general contractor for the renovation and expansion project. Landmark finds the use of in-house construction would result in 30% - 40% reduction of construction costs.

We recognize that our proposed investment in the property is greater than the recommendation. However, based on our experience revitalizing properties, along with our review of the project, the proposed level of investment would be required to ensure a complete, successful, and sustainable project.

We are aware that other operators have had difficulties obtaining financing for the project. Landmark has extensive history in successfully financing leasing projects of this nature ranging in size from \$1-12 million. Because Landmark has a successful real estate development and construction company, we have long-standing relationships with financial institutions interested in executing the project. Landmark would not require any form of guarantee from the Township.

Landmark would require Radnor Township to agree that as long as Landmark were not in default on the lease, the bank, and/or, Landmark, would have the right to the property for the term of the lease, and both parties would be notified of any default on the lease. This type of agreement is standard for a project of this nature.

OFFER AND TERM

Landmark is seeking a 30-year term lease with options. The lease will commence 60 Days after receiving a certificate of occupancy. Rent under the lease would be as follows:

<u>Years</u>	<u>Min. Annual</u>	<u>Vs. % of Sales</u>
1-3	\$65,000	4%
4-10	\$80,000	4%
11-20	\$90,000	4%
20-30	\$95,000	4%

Township Revenue Projection

	<u>Lease Year</u> <u>1</u>	<u>Lease Year</u> <u>2</u>	<u>Lease Year</u> <u>3</u>	<u>Lease Year</u> <u>4</u>	<u>Lease Year</u> <u>5</u>	<u>Lease Year</u> <u>6</u>	<u>Lease Year</u> <u>7</u>	<u>Lease Year</u> <u>8</u>	<u>Lease Year</u> <u>9</u>	<u>Lease Year</u> <u>10</u>
Projected Revenues Facility	1,500,000	2,000,000	2,500,000	3,000,000	3,150,000	3,250,000	3,350,000	3,500,000	3,650,000	3,800,000
Guaranteed Minimum Rent	65,000	65,000	65,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Percentage Rent	60,000	80,000	100,000	120,000	126,000	130,000	134,000	140,000	146,000	152,000
Township Revenue	65,000	80,000	100,000	120,000	126,000	130,000	134,000	140,000	146,000	152,000

RECOGNITION OF LEASE

Landmark will need lease language that allows the tenant a leasehold mortgage. Additionally, language indicating:

“as long as the tenant is not in default in its obligations, the tenant will have and remain in exclusive possession of the property for the term of the lease. The right of exclusive possession will not be disturbed by any superior lien or claim on the property. From time to time the tenant may request from landlord and any entity holding a superior lien on the property, and receive confirmation of the tenant’s right to exclusive possession throughout the term of the lease in a commercially reasonable amount of time.”

LANDMARK PORTFOLIO

Liberty House Restaurant

Jersey City, New Jersey



Located inside Liberty State Park, Liberty House is a large scale, multi-faceted restaurant and catering facility with unsurpassed views of the Manhattan skyline, Lady Liberty, Ellis Island, and Liberty Landing Marina. Featuring a design which highlights our view, we offer 30-foot high cathedral ceilings, wrap-around terraces, tented pavilions, and spacious gardens.

This site was originally spotted by Landmark Hospitality in the summer of 2000 with partially constructed framework that had been obviously abandoned. Today, Liberty House is a vibrant venue with a reputation for matching its stunning surroundings with an unforgettable dining experience.



Situated in the midst of Liberty State Park, which receives 5.5 million visitors per year, Liberty House exemplifies the meaning of a true partnership between State and the private sector. In fact, our efforts with Park and community involvement have been recognized by: The Friends of Liberty State Park, American Express, the National Restaurant Association, and the Governor's Office.

Statistics

- Interior: 23,000 square feet
- Active Gardens and Patios: 25,000 square feet
- Interior Restaurant: 140 Seats
- Outside Restaurant: 120 Seats
- Liberty Room Event Space: 150 Guests (sit-down)
- Ballroom Event Space: 350 Guests (sit-down)

Stone House at Stirling Ridge

Warren, New Jersey



Landmark Hospitality recently completed an extensive renovation and reconstruction of The Chanticleer Chateau in Warren Township, New Jersey. Stone House sits on 10 (ten) acres of grounds with close to forty-two (42) thousand square feet. of restaurant space split between several buildings on the property. The business had been in operation for over thirty (30) years and for a good length of time was widely considered to be one of the best restaurant/event spaces in Northern New Jersey. The property had fallen into despair over the past fifteen years and we felt it was prime for a complete re-launching. Stone House opened nearly nine years ago and has been operating a fabulous restaurant and executing hundreds of weddings a year in their two event spaces.

The design utilizes “open architecture” and centers around the display kitchen. A substantial bar has been built, creating a comfortable “lounge” environment for guests featuring custom drinks and hors d’oeuvres samplers paired with various wines and spirits. A massive stone and metal fireplace bridges the interior space with adjacent outdoor dining. Custom lighting has been created that can be easily adjusted to accommodate the time of day and mood of the restaurant. The sound system allows for live performances in the restaurant for special programs such as Jazz Brunches or rotating weekly entertainment. Restaurant/Bar guests can enjoy a light dinner on the outdoor patio in full view of renovated gardens or a small private dinner party at the Chef’s table in our working farm, the Dancing Goat Farm.

The Ryland Inn

Whitehouse Station, New Jersey



Located in Whitehouse Station and set upon acres of historical grounds, The Ryland Inn has reopened to boast not only an exceptional menu and atmosphere, but also a brand new ballroom and event space. The Ryland Inn has been a destination to many affluent guests, from presidents to notable dignitaries. It has earned its reputation for being one of the best restaurants in New Jersey. This award-winning restaurant knows cuisine and dining experience and has evolved into a modern day event destination.

All year long, The Ryland Inn hosts special restaurant events such as a Kentucky Derby Party, Bacon and Bourbon Dinner, Wine Dinners and Farm to Table dinners al fresco! Live music in the Duck Bar on the weekends and Sunday Brunch provides a fun casual atmosphere where you can grab a cocktail and have a bite to eat with friends, family, or colleagues.



The Ryland Inn has quickly become a favorite and a top choice for engaged couples. As one of the best wedding venues in New Jersey, The Ryland Inn has country charm, yet is in a sophisticated, luxurious setting. Our memory makers, also known as world-class event planners, know all the ins and outs of how to plan the perfect event. Whether you are looking for a venue for the next corporate event, anniversary party, bar/bat mitzvah or a wedding, The Ryland Inn delivers with three private dining rooms and a ballroom to choose from. With unmatched cuisine, incredible options, and customizable menus, you and your guests will be blown away by the cuisine prepared by our chefs.



Operating since 2012, The Ryland Inn has already been voted one of the best N.J. wedding venues and has won awards from Manhattan Bride, The Knot, and NJ Bride Magazine. The Ryland Inn has also seamlessly hosted numerous corporate meetings, events and non-profit galas.

Crave Events Group

On-Site Catering & Event Planning



Landmark Hospitality's off-premise division, Crave Events Group, has built its reputation for exquisite food and impeccable service through decades of extraordinary service. With over 20 years experience creating all types of off-premise events - from corporate holiday parties, barbecues, and lobster bakes, to sporting events, concerts, weddings, and black-tie galas - Crave offers the exceptional cuisine and warm hospitality you have always enjoyed at Landmark Hospitality's acclaimed restaurants. Crave uses only the freshest and highest quality ingredients, as we actively support local growers and producers engaging in organic and sustainable agricultural practices, including Dancing Goat Farm. We are committed to making each event full of flavor and the best our clients and their guests have ever encountered.

Clients

Goldman Sachs
 HSBC Bank
 Hellerman Baretz
 Accenture
 Toshiba America
 Virgin Mobile
 Chrysler
 St. Mary's Hospital
 United Airlines
 Art Basel Miami
 Dana-Farber Cancer Institute
 Infinium

Kate Spade NYC
 Courvoisier
 Suaza 901 Tequila
 Google
 Coyne PR, Inc.
 H&M
 AEG Live
 Moet Hennessey
 Komar Brands
 Marsh and McLennan
 Top Shelf Electric
 McKinsey and Co.

Hotel du Village

New Hope, Pennsylvania



Our newest venue, located just a few short miles from the center of town in New Hope, P.A., Hotel du Village is the newest premiere event space and boutique hotel in the area. With farm fresh, sustainable cuisine, and a warm comfortable atmosphere, Hotel du Village has two newly refurbished event spaces and boasts twenty-two gorgeous remodeled guest rooms with modern amenities and charming details. Our dedicated Event Stylists cater to your every need to tailor your next special event to your individual taste, be it a wedding, social, or corporate event.

As the largest event space Hotel du Village has to offer, the Colt Ballroom features stately 10-foot ceilings with the capacity to hold up to 200 guests. With gleaming hardwood floors and a large stone fireplace, the ballroom opens to a pre-function room with a full view of the river and our manicured gardens. Let the celebration continue in the loft above the ballroom where you can enjoy cocktails and dance the night away after your event. Our second event space, the Historic Ballroom, can host intimate events of up to 140 guests. With a full wall of glass windows overlooking the courtyard and riverside, the Historic Ballroom is the ideal destination for special events in New Hope.

Guests staying at our newly constructed hotel can ride a bike or use one of our jogging or walking trails to visit the center of town. Bustling with people perusing antique shops, artisanal boutiques, and quaint restaurants, the town of New Hope is a go-to destination for those wishing to escape the crowds and fast pace of the city.

Alba Vineyard

Milford, New Jersey

Alba
VINEYARD



Founded in 1980, Alba Estate Vineyard is nestled in the beautiful New Jersey upland valleys, located in the heart of the scenic Musconetcong River Valley and centered in the Warren Hills viticulture region. The hillside estate is primarily focused on Pinot Noir, Dijon Clone Chardonnay, and Riesling, with minor planting of Gewurztraminer, Cabernet Franc, Barbera, Chambourcin, Vidal Blanc, and Cayuga. The site's diversity of soils and slopes translates directly into the layers of complex flavors in the fruit. Alba crafts their wines from the ground up; they are truly a unique expression of the land and the people who care for it.

Alba Vineyard is proud to work closely with Landmark Hospitality and Crave Events Group to serve as a one-of-a-kind venue for weddings, corporate and social occasions.

Crave Events Group is proud to be the exclusive caterer of Alba Vineyard.

Boathouse at Mercer Lake

West Windsor, New Jersey



The Boathouse at Mercer Lake is a newly renovated lakefront event space in Mercer County Park. Overlooking lush park greenery and a picturesque lake, this event space has two rooms to host your wedding, corporate, charity or social event. Lakeview Hall, the largest event space, holds up to 250 guests for dinner and dancing. It features state-of-the-art A/V equipment ideal for corporate presentations, as well. The smaller Boardroom holds up to 40 guests, perfect for a business meeting or luncheon, bridal or baby shower, or a community event.

Crave Events Group is proud to be the exclusive caterer of The Boathouse at Mercer Lake.

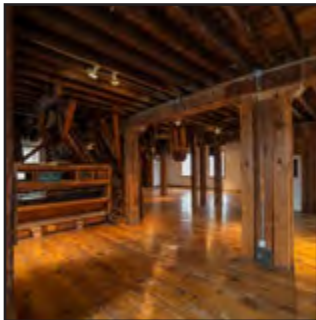
The Prallsville Mills

Stockton, New Jersey



The Prallsville Mills is a beautiful and historically significant property, designated as the centerpoint of the New Jersey Scenic Byway, and listed on the National Historic Registry. The site is a popular destination for weddings, as well as bar and bat mitzvahs, birthday parties, anniversary celebrations, showers, galas, and fundraisers.

Located in scenic Stockton, N.J., The Prallsville Mills is convenient to a number of quaint bed and breakfasts, recreational facilities, and such popular nearby towns as Lambertville, N.J. and New Hope, P.A. The expansive Prallsville Mills complex is maintained, preserved, and operated by the non-profit Delaware River Mill Society.



The Prallsville Mills, named, "The 2014 Hunterdon Happenings Best Wedding Venue," is also available for weekday events and corporate team building functions.

Crave Events Group is proud to be the exclusive caterer of The Prallsville Mills.



Logan Inn

New Hope, Pennsylvania



The Logan Inn has been a staple of New Hope's Main Street for generations. First established as an inn in 1727, it is one of the oldest continually-operating inns in the US.

Within the historic building is the recently renovated Logan Tavern and dining areas, serving a seasonal and varied menu of steaks, chops, burgers, salads, seafood, and more. During the warm weather months, guests can drink and dine al fresco on the patio overlooking Main Street, roast marshmallows around the fire pits, or play a game of Bocce while enjoying live performances from local musicians.

Logan Inn is the perfect neighborhood spot to meet up with friends or spend a weekend enjoying everything New Hope has to offer.





Team: Principals

Jeanne & Frank Cretella, Partners

Jeanne and Frank are the founders of Landmark Hospitality, which owns and manages distinctive venues and impeccable restaurants, such as Liberty House Restaurant inside Liberty State Park, Jersey City, NJ; Stone House at Stirling Ridge, Warren, NJ; Crave Caterers, an off-premise catering division; Landmark Destination Weddings; and Hotel du Village in New Hope, PA. Previous operations which the Cretellas owned include The Boathouse inside Central Park, New York, NY; American Park at the Battery, New York, NY; and Lundy's in Sheepshead Bay, Brooklyn, NY.

Frank, a seasoned real estate developer, works very closely with his wife, Jeanne, pertaining to Landmark Hospitality with his focus on strategic planning, marketing, brand recognition, construction, and renovations. Recently, Frank has been involved in the acquisition and the development of Celebrate at Snug Harbor at Snug Harbor Cultural Center and Botanical Gardens, as well as development of a proprietary software-based Call Center for inbound reservations for all hospitality venues.

Jeanne and Frank have always believed in committing themselves to the communities in which they conduct business. Landmark's Corporate giving program, "Help Us Give" (H.U.G.) was established in 2001, and is dedicated to helping those within the communities in which they do business. The efforts of H.U.G. have been recognized by American Express and the National Restaurant Association, and Liberty House has been awarded the "Good Neighbor Award" for the State of New Jersey as well as the Governors Diamond Award on Tourism.

Frank Cretella is currently on the Board of the 200 Club, Hudson County, N.J., as well as Saint Patrick's and All Saints Schools, Jersey City, N.J. Jeanne currently serves on the Boards of the Sandra and Glen Cunningham Foundation, Hudson County Community College Foundation Board, and the New Jersey Restaurant Association. She is a member of Senator Cunningham's Women's Advisory Group (WAG), and active with the Regional Day School for Autistic Children in Jersey City. Most recently, Jeanne joined the American Cancer Society as a member of their Leadership Council, as well as a partisan of the advisory group for Casa Belvedere, a newly established Italian Cultural Center in Staten Island.

Frank and Jeanne have been married for over 25 years and have one daughter, Madeline, age 23.

EXECUTIVE TEAM



John Williams, Vice President of Hospitality Operations

John Williams joined the Landmark Corporate Team in July 2012, in a newly created role of Director of Hospitality. He is responsible for leading the day-to-day operations while driving performance and revenue growth.

Williams brings over 15 years of deep, cross-functional experience in hotels, restaurants, and catering. Prior to joining Landmark, John held multiple senior-level positions, which include: Director of Operations at Starr Restaurants, Director of Banquets at the W Union Square, and General Manager at Perry St. Restaurant, a Jean-George restaurant.

Williams has also been a consultant for iconic restaurants and hotel companies. He is a skilled strategist and hospitality operator with a proven track record of success in various areas of the hospitality business, operations, financials, sales, and marketing.

While at Landmark, Williams led the team in opening the Ryland Inn and Hotel du Village. In his day-to-day role, he has also implemented key programs and processes that are invaluable in keeping the company in line for future growth and development.



Scott Grogan, Chief Financial Officer

Scott Grogan joined Landmark as Chief Financial officer in July of 2015. He is a CPA whose professional background includes experience within a large restaurant management company, a Fortune 500 financial services company, a real estate management, mid-sized manufacturing company, and an extensive public and private sector accounting experience.

As controller for Doherty Enterprises, Grogan lead a team of accountants in all aspects of financial reporting, including audited financial statements, partner and shareholder reporting, along with ad hoc analysis. At Merrill Lynch, he developed and implemented internal product reporting for the various management units used in profitability analysis, progress reporting, and for presentation and review with C level management. With extensive experience in financial analysis, forecasting, budgeting, and accounting management, Grogan's areas of expertise have contributed to the continued financial stability and development of Landmark Hospitality.

Specialties: Controller, CFO, Financial Analysis, Financial management, Merger & Acquisition, Internal controls, Taxes, Compensation, Banking relations, Consolidated financial reporting, and Covenants.

OUR TEAM

PRINCIPALS

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Paul Denis, P.E., Ph.D.

Principal
Paul Denis Associates
501 Westfield Avenue
Westfield, NJ 07090
908.317.9033
paul@pda-mep.com

DESIGN/CONSTRUCTION

Gabriel Bailer

Project Manager
201.761.0025, x27
gbailer@landmarkdevelopers.com

LaBel Equipment & Design

Kitchen Design
30 Daniel Street
Farmingdale, NY 11735
631.249.0298
info@wesdes.com

Black Dog Construction

675 Garfield Avenue
Jersey City, NJ 07305
201.761.0025, x12
fernando@blackdogconstruction.com



LANDMARK TRACK RECORD

DEVELOPERS • BUILDERS • OPERATORS | LANDMARK DEVELOPERS: FROM CONCEPT TO COMPLETION

Landmark Developers bring together integrated design, a strong history of construction expertise, and a celebrated reputation in the culinary and hospitality industries to create an updated landmark.

An integrated design and planning process is evident in each project that bears the Landmark name. Every project is a collaborative effort carried out by a coordinated team of engineers, architects, and sub-contractors. This close-knit team approach eliminates any complex issues inherent in such a development project. Additionally, the Landmark team possesses over 50 years of top management development experience. Landmark's portfolio includes: government-based; private sector driven; individual multifamily developments; dynamic high rise, mixed-use properties; and an array of highly regarded dining facilities.

Landmark Developers are responsible for the successful completion of many adaptive re-use projects in Plainfield and Jersey City, ground-up construction in Staten Island, and housing expansion in Hoboken at the YWCA, all demonstrate the broad reach of Landmark. It is also important to note that the restaurants and event facilities that comprise Landmark Hospitality were all constructed and are maintained by Landmark Developers.

Lastly, it is without question that all Landmark Hospitality venues has received the highest praise from guests and hosts alike. Landmark owns and manages The Liberty House in Liberty State Park, Jersey City, N.J., Stone House at Sterling Ridge, Warren, N.J., and The Ryland Inn, Whitehouse Station, N.J. Recently, Hotel Du Village and The Logan Inn, in New Hope, P.A., were added to the Hospitality portfolio of established and highly regarded establishments.

HISTORIC RENOVATIONS

Landmark Developers has extensive history in restoring and repurposing dormant historic properties and creating vibrant businesses within. Landmark is in the business of reviving. When revitalizing a structure, Landmark conducts research its history and its previous functionality and uses. Landmark preserves the character of each building, and use the structure's history to create a new story. To do so, research on historical pictures and plans determines the appropriate materials for each project. Consideration of such details represents the commitment of Landmark Developers to its structures' integrity, a commitment that is evident in every historic project Landmark has completed. Landmark has always enjoyed and cherished the opportunities to revitalize historic structures, and has a rich portfolio of its successes. The Willows Mansion deserves such treatment and should once again be the center of activity it once was.

Landmark boasts many historic renovations:

Logan Inn, c. 1727

The Ryland Inn, c. 1796

The Courier News Building, c. 1908

Plainfield Trust Company building, c. 1918

Hotel du Village, c. 1917

Our proposal for The Willows Mansion will restore the historic details, revive the fabric of the building, add to the character, and activate the building.



HOTEL DU VILLAGE | NEW HOPE, PA



LOGAN INN | NEW HOPE, PA



COURIER NEWS BUILDING | PLAINFIELD, NJ



THE RYLAND INN | WHITEHOUSE STATION, NJ

MARKETING

Landmark Hospitality's experience of managing successful dining and entertainment facilities allows for the opportunity to leverage the best practices to promote both the restaurant location, as well as the overall hotel location itself. These strategies would include deployments in the following areas:

- four wall marketing
- web initiatives / digital cross promotions
- print and traditional media participation
- social media outreach and engagement
- grass roots & community initiatives
- pre- and grand opening strategies
- public relations

Our Corporate Office will implement the above, evaluate success of, and monitor, ongoing campaigns, to ensure the joint success of the restaurant and hotel location.

The in-house marketing staff will partner with an industry leading third-party advertising agency input, who develops branding and web design, produces collateral, and collaborates on new campaigns and marketing strategies. Landmark's marketing work ensures all branding is relevant, engaging, and enticing to our customers, ensuring instant brand identification, while maintaining customer confidence.

FOUR WALL MARKETING

Deployed correctly, four wall marketing will garner awareness for both in-house guests and the general public. Each component is designed to work in tandem with other campaigns to create a thoughtful reminder during several guest interactions, generating increased awareness and top-of-mind branding. Landmark has success with:

- Billfold Inserts - Uniquely sized and printed billfold inserts inform guests of upcoming events, special dining opportunities within the facility, and noteworthy news about the venue or hospitality.
- Collateral - Tastefully framed posters or in-room desktop cards highlight our restaurant, the food, the venue, and the unique experience of the guests staying at a Landmark venue.
- Gourmet Gift Bags - Provided to all departing guests from a hotel, restaurant, or event, these usually contain homemade goods, along with a tasteful Guest Return Card offering the chef's pairing of wine with a meal, or complimentary dessert.
- Personalized Business Cards - Every staff member has personalized business cards and is encouraged to interface with guests and promote the venue, both on- and off-property. Positive guest interaction with staff members attests to the atmosphere Landmark cultivates at all venues.
- Thank You Notes - At the end of every shift, the front-of-house staff and chefs handwrite notes to all guests who have dined or celebrated at a venue (birthday or anniversary dinner, graduation, etc.), accompanied by a recipe of one of Landmark's house favorites. Landmark has seen how impactful personalized notes are to customer retention.
- Wine Wednesdays - An ongoing promotion in which wine tastings at the bar are paired with small tapas plates. These tastings are often hosted by the vintner or local expert.
- Wine Dinners / Beer Dinners / Farm Dinners - A calendar of events will be established around these and other themes. Landmark will host and promote guest chef events, promoting the restaurants, while encouraging hotel stays in partnership with Hotel Operations.

- Reservation System - Landmark aggressively utilizes our in-house software program to obtain valuable information regarding our guests to better anticipate their needs and enhance their experience. This is leveraged in order to target and engage guests via email or social media.
- Email Capture - Creating dialogue with guests is an essential element of Landmark's web marketing initiative. To accomplish this, diligence in capturing email addresses at every interaction is paramount during hotel and dining reservations, event inquiries, and comment cards.

WEB INITIATIVES / DIGITAL CROSS PROMOTIONS

1. Ad Words

Landmark Hospitality presently utilizes proprietary software, managing over 32,000 keywords targeted to drive guests to our venues. Experts in this field, Landmark presently generates over 200 inquiries per week, and recognize a 50% ratio of leads to appointments. Landmark will create a new, aggressive ad word campaign for the The Willows targeting individuals, corporations, and frequent business travelers looking for unique dining experiences and accommodation.

2. Websites

Landmark maintains and develops 15 individual, daily updated web properties. Our goal is to provide fresh content that stays current within the landscape of web search, SEO, SEM and CRM strategies. Landmark's clients and guests should easily seek out our locations, relevant information, and trigger a purchase decision or confirm a reservation. Every touchpoint is designed to be highly optimized for conversion.

3. Social Media

Landmark's digital marketing strategy will promote The Willows Mansion restaurant and event space's brand through a strong social media network, including Instagram, Facebook, LinkedIn, blogs, and mobile advertising campaigns, all of which drive referring traffic via inbound links. More importantly, Landmark is knowledgeable of methods in which to engage our clients and guests, which lead to increasing interaction rates while generating a captive loyal following.

4. Affiliate Listings

Landmark Hospitality has established a large network of affiliations and continually expands its partnerships, including:

- Edible NY, NJ & PA
- *Eater*, *OMJ* and *Iron Shaker* Blogs
- NJ Advance Media, [NJ.com](#)
- Open Table, Yelp, and Trip Advisor
- [Bucks Happenings Media](#)
- [The New York Times](#), [New York Daily News](#), and [Staten Island Advance](#)
- [Philadelphia Magazine](#)
- Save the Date
- NYC and Company

5. Call/Help Center

Landmark Hospitality has developed in its corporate office a Call/Help Center that handles all incoming inquiries for all venues. Landmark's aggressive approach to "lead generation" through the web (Keywords, SEO, Social Media, etc.) and printed material inserted in numerous publications helps to guide prospects to this central Call/Help Center. Our trained staff has up-to-the-minute access to all venue's available rooms and dates, and can encourage a prospective client to make multiple appointments. By capturing these in-bound leads centrally we are able to track the effectiveness of individual marketing efforts, success rates of sales staff, and conversion ratios of leads into events. Our software includes internet-based scheduling and booking systems that will enable maximized open event dates globally.

6. Cross Promotion

Because of our regional approach to development, and the commission structure of our sales people to reward the sharing of leads amongst locations, each new Landmark Hospitality facility is jump-started with advance bookings. Our Marketing and Advertising Department works regionally with advertising and promotional events to highlight our venues. This will work especially well on the internet with all keywords pointing to a joint home page. Remember that the existing venues owned by Landmark Hospitality will be an important part of this cross promotion, especially in the early stages of our growth plan.

PUBLIC RELATIONS

We engage with area specific Public Relations and Publicists to assist our in-house marketing and customer relations efforts. We believe that the best path for local and regional success starts with qualified and well connected PR professionals. Landmark Hospitality has had a track record of success with several firms assisting to position news stories, gain spots in relevant magazines and blogs ,and propel live, on-air appearances on such programs like MSNBC, FOX and local media outlets, as well.

GRASS ROOTS AND COMMUNITY RELATIONS MARKETING

1. Charitable Events

Our Chefs, Sommelier, and Bar Managers are encouraged and promoted to participate in culinary-themed charitable events. These events gain awareness for the entire venue and build morale for the team.

2. Chef Events

In Radnor Township there are numerous events around the restaurant industry that have tremendous attendance and receive pre- and post-press. Participation in the right events raises the stature of the venue, as well as awareness. As a company, we are active supporters of the James Beard House and would plan multiple events hosted by The Willows Mansion.

3. Organizations

Supporting local organizations, such as the Chamber of Commerce, as well as other organizations that deal with our industry specifically, such as Meeting Planners International, Council of Protocol Executives, and International Special Events Society, will be mandated for all management.

5. Direct Mail

We will use high quality, interestingly designed pieces that go to existing guests to make them aware of our upcoming Calendar of Special Events at the venue. The quality and imagery helps to reinforce our brand and allows for top-of-the-mind awareness.

6. Brochure

Our venture, as well as all other existing operations, will have a promotional brochure produced which would highlight its attributes and give technical data on all aspects of the venue. This brochure will further help to brand the property.

7. Insert

Landmark Hospitality has gained awareness of its event products and driven sales increases by producing colorful and informative inserts for newspapers and magazines. One million copies will be produced and placed in publications such as: *Manhattan Bride*, *The New York Times*, *Locations Magazine*, etc. We are developing a smaller Corporate Insert that will be used in business publications, such as *Crain's New York* and *The Wall Street Journal*.

PRE AND GRAND OPENING STRATEGIES

1. Good Neighbor

Prior to opening, we will visit every business in our immediate trading zone. This will be done by our Corporate Sales and Marketing Team, The Sale and Management Team from The Willows Mansion, as well as its Principals. This organized and targeted effort will allow us to meet face-to-face with as many people who have influence in organizing entertainment (hotel rooms, events, and dinner reservations) for their respective departments or business. Of course, we will leave them with a gift that's representative of The Willows Mansion, as well as a Planning Guide to make it easy for them to utilize our services. We will follow up semi-annually through various means.

Additionally, our Good Neighbor program will include residents in the surrounding areas. Contact will be made with all management companies of neighboring buildings, and host a champagne and hors d'oeuvres reception on a regular basis. This approach allows us to introduce our neighbors to all aspects of our venue and cuisine, as well as to gather a mailing list for future use.

2. Grand Opening Events

We normally host two Grand Opening Events; one through a Charity and one In-House:

a. Charity Grand Opening Event

A notable charitable organization would be selected, and would receive the benefit of being first in a highly anticipated launch of a unique venue, in addition to our contribution toward the event and its cause. The benefit of such a function is expansion of our reach to a demographic of influential patrons that will patronize The Willows in the future.

b. Grand Opening Event

A well organized and orchestrated grand opening event has a lasting impact. Landmark's aim is to ensure there is a reason for every guest to tour and experience every component of the space, by arranging each area with different entertainment and menu options. Upon departure, every guest will receive a gourmet gift bag along with all pertinent literature about the space. All the Launch Parties will be orchestrated in-house and with the help of our Public Relation firms and various management agencies.

PRINT ADVERTISING

Although we focus the majority of our marketing budget on web-based initiatives, we feel it is an important part of the Grand Opening to make a splash in specific publications, with full page advertisements for branding. This is in addition to our extensive 20-page insert brochure which we utilize for Social Events, and a 10-page insert for Corporate Events. The publications we would consider are: *Surface, Wallpaper, Gotham, Hamptons, Town and Country*, and *Food & Wine*.

SUMMARY

Landmark Hospitality is a proven operator which has the ability to take on significant projects from concept to completion. Our experienced development, construction, and hospitality teams will work in unison to transform a once derelict space into a community center and hub of celebratory activity.

Our knowledgeable management team, standardized processes, and best practice systems are in place for this expansion, and enable Landmark Hospitality to continue to provide unmatched service for many years to come. Our knowledge and consistency allows Landmark to provide a significant return on investment, resulting in reduced operating costs, superior products, and significantly more revenue to the bottom line.

Our goal is to find unique spaces in need of a new energy and love. Although every space may not be for us, our family at Landmark knows what fits when we see it. It is with this desire that we seek to restore the historic details, revive the fabric, add to the character, and activate The Willows Mansion.



Proposal for a Professional Operating Business Plan Willows Mansion at 490 Darby-Paoli Road

Submitted to Radnor Township
June 1st, 2017



BARTON PARTNERS
urban de ign + architecture + interiors



URBAN PARTNERS



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01

Scope of Services



June 2, 2017

Mr. Robert A. Zienkowski
Township Manager/Secretary
Radnor Township
301 Iven Avenue
Wayne, PA 19087
rzienkowski@radnor.org
610-688-5600

**Project: Planning Services for an Operating Business Plan for The Willows Mansion
Radnor, Pennsylvania**

Dear Mr. Zienkowski:

We are pleased to present this proposal to provide business planning, community engagement and design services in response to Radnor Township's (The Client) May 10th Request for Proposals for Professional Operating Business Plan Development Services for The Willows Mansion located at 490 Darby Paoli Rd, Villanova, PA 19085 within The Willows Park owned by Radnor Township. BartonPartners – Architects and Planners will serve as the prime consultant providing community meeting facilitation and architectural services with support from Urban Partners for business planning/ market opportunity services and Rettew for meeting facilitation and site feasibility services (the Consultant Team). Our team is supported by Willows Park Trust - a group of Radnor citizens committed to enhancing The Willows Park, Mansion and Cottage for the benefit of the community.

Project Understanding

Radnor Township seeks a planning consultant to prepare a business plan for the successful operation of the Willows Mansion located within the Radnor Township-owned Willows Park. This business plan must address a number of competing objectives while recommending a governance plan for the long-term operation of this facility in a fiscally responsible manner. It is our understanding that the Township is willing to entertain proposed architectural renovations to the Willows Mansion that will not exceed \$1M, provided that there is a complementary business plan for facility uses that are largely public and for use by the community with low impact that will create a sustained revenue stream that exceeds the ongoing operational costs of the Willows Mansion building. Our Business Plan will be informed by and rely upon the technical and cost estimate alternates for the Willows prepared by Avison Young for Radnor Township.

Based upon our team's awareness of the history of The Willows and the many programming and design considerations for this important public site, our team will consider the following principles as confirmed and refined by the Radnor Township Board of Commissioners:

- **Public Use** - This publicly-owned park, mansion and cottage should be dedicated primarily for public uses to serve the Township and its residents consistent with the deed for this land.
- **A Holistic Vision** – Although the Business Plan focuses on the Mansion, it should consider a holistic vision that builds upon that natural and unrealized synergies between the Willows Mansion, the Willows Cottage and Willows Park.
- **Build Upon Previous Studies** – The Business Plan should build upon the many existing studies prepared in recent years.
- **Economic Sustainability** - The Business Plan should demonstrate adequate revenue to cover the operating costs for the facilities once it is improved.
- **Focus on the Mansion First Floor** - The first floor of the Willows Mansion should be a high priority for rehabilitation.

Contact

610.930.2800 | www.bartonpartners.com
BartonPartners Architects Planners, Inc.

Norristown

700 E. Main St. Suite 301 | PA 19401

Philadelphia

30 S. 17th St. Suite 1302 | PA 19103

- **Right-Sized Events** – The mansion should be designed to be economically sustainable and support a wide range of event types typically ranging from 25 to 150 guests without creating excessive impacts on the park or buildings.
- **Celebrate the Views** – The Business Plan should optimize the use of and possibly expand the outdoor terrace adjacent to the Mansion.
- **Engage the Community** – There should be an open and transparent process where community outreach will inform the final recommendations.
- **Site Connectivity** - Although this Business Plan is intentionally focused on the Willows Mansion area of the site, we understand the importance of enhancing the pedestrian and programmatic connectivity between the Mansion, Cottage and the recreational and open space amenities throughout the Willows Park.
- **Township Wide Destination** – The Business Plan should support efforts to enhance Willows Park as a Township-wide destination for recreation and events.

Project Approach

BartonPartners – Architects and Planners has assembled a multi-disciplinary team to serve Radnor Township for this project. BartonPartners will be the prime consultant and lead the community planning process and conceptual architectural programming process. Urban Partners will provide an event use market feasibility study, operational strategies and Rettew will provide community engagement and site/ civil design support. Our team is uniquely positioned to engage the community as we are partnering with Willows Park Trust to assist our team throughout the process to engage the community groups that have an interest in the future of the Willows Mansion

Scope of Basic Services

BartonPartners Architects Planners, Inc. (BartonPartners) will provide the following scope of Basic Services:

Task 1: Discovery and Listening

We will begin by reviewing the planning, programming and development proposals provided by Radnor Township for the Willows Mansion. We assume the Client will assemble a working group or steering committee of up to 12 participants to provide regular guidance throughout this project. We will facilitate one kick-off meeting at the Willows Mansion with the project steering committee to establish project goals and principles and review the project schedule. This meeting will include a site tour, building tour and an exercise to assist our team to establish project priorities. During a one-day period we will conduct up to two 90 minute focus group meetings to determine the range of uses desired by both potential users and potential community groups:

- Focus Group 1 – Potential Users Groups
- Focus Group 2 - Potential Community Groups

During these sessions will present the project goals and principles and create a series of survey questions and discussion topics to reveal – preferred uses, complementary uses, architectural preservation issues, design considerations and frequency of use.

- *Deliverables:* Memorandum of Project Goals, Principles and Potential Uses
- *Meetings:* One Kick Off Meeting and Site Tour; Up to two Focus Groups on one day

Task 2: Programming and Operational Alternatives

Based upon the insights learned from Task 1: Discovery and Listening, our team will research and explore programming and operational alternatives for the use of the Willows Mansion including:

Potential Use and Operators

For the purposes of this plan, we are assuming that the primary reuse concept to be examined for the Willows Mansion and cottage building is event space. Should the Township decide it would like additional

uses examined for the mansion and/or cottage, such concepts can be examined for an extra fee. These additional uses could include office, day care, or other potential uses.

For this task, we will examine the market feasibility of continuing the use of the Willows Mansion and cottage building as an event space for meetings, conferences, weddings, and other catered events. We will survey the market of spaces currently available for such uses in the surrounding Delaware, Montgomery, and Chester County areas to determine the local competition as well as unmet existing or projected demand for event space of this type that could be accommodated at the Willows Mansion and/or cottage. Targeted interviews will be conducted with established regional caterers to identify the attractiveness of the Willows Mansion and cottage for its use as event space and if the caterers would be interested in expanding operations to serve the Mansion and cottage. Additionally, we will contact large local employers to determine if they have demand for off-campus meeting and event space that might be met at this site. We will identify the likely rental rates, fees, and occupancy levels for an event space use at this location.

Operational Sustainability

We will evaluate the operational characteristics for the event space use. Using industry standards, we will estimate operating expenses, including number of staff, salaries, operating costs of the building, program expenses, maintenance, and debt service requirements. In addition, we will develop a potential fee structure for a variety of event types and calculate the potential operating income from these fees. We will then prepare an income and expense pro forma to analyze the sustainability of this use as an event facility. The pro forma will determine (1) whether on-going operations of the Willows Mansion property and cottage can be sustained and (2) whether it is reasonable to assume any net operating income could be utilized for debt service to meet some of the likely development costs.

Operational Roles

We will also explicitly detail the on-going operational roles that would fall to Radnor Township, a fee-based professional, non-profit partner, or independent operator, etc. and outline alternate governance models to be considered by the Client.

Program and Facilities Needs

Based upon the programming alternatives outlined in Task 1 and this task, we will prepare a memorandum outlining the proposed program of uses and related facilities needs for up to three program alternatives under consideration. We will summarize this work in a series of plan diagrams to illustrate the required program areas and its relationship to the existing facilities for the Willows Mansion.

Conceptual Architectural Plans

We will prepare up to three alternative conceptual architectural plan layouts of the proposed program of uses for the Willows Mansion.

- **Deliverables:** We will prepare one memorandum summarizing the Proposed Business Plan Alternatives that best meet the project goals and principles supported by details outlining the market findings and development strategy for the event space reuse concept. The memorandum will include a description of specific facility needs and will graphically depict the event space reuse option through conceptual architectural plans.
- **Deliverables:** Summary of Alternatives
- **Meetings:** No Meetings during this task.

Task 3: Draft Business Plan

- The Consultant Team will distribute the Proposed Business Plan Alternatives Memorandum and seek feedback from the Steering Committee on the one or two alternatives to be explored and refined into a Draft Business Plan for the Willows Mansion. The Consultant Team will facilitate one Steering Committee

Meeting to select and refine the program, facilities layouts, proposed mix of users and conceptual architectural layout. At this Steering Committee meeting we will ask the committee to select those programs, alternatives, governance models and layouts to be considered as the Final Business Plan for the Willows Mansion. We expect the Client to provide one written document describing the recommended edits to the Draft Business Plan. We will prepare up to three plan diagrams to illustrate the preferred program for the Draft Business Plan and illustrate these on up to two presentation boards.

- *Deliverables:* PDF copy of the Draft Business Plan
- *Meetings:* One Steering Committee Meeting;

Task 4: Final Business Plan Report

Following the meeting, the Client will provide written direction as to what aspects of the Business Plan will need refinement. The Final Business Plan Report will include the following:

- Potential Use and Operators
- Operational Sustainability
- Operational Roles
- Program and Facilities Needs
- Recommended Governance Plan
- Conceptual Architectural Plans

We will print and bind 16 copies of the final report for use by the Client.

- *Deliverables:* One Rendering of Proposed Improvements; 16 bound copies, 1 digital copy and 1 PDF of the Final Business Plan Report
- *Meetings:* No Meetings during this task

Assumptions:

1. The Client will create a working group or steering committee to guide our Consultant Team.
2. The Avison Young Study for the Willows will serve as the basis for all cost and program alternatives and the Consultant Team will not provide cost estimating services within the scope of Basic Services.
3. The Client will provide meeting facilities, projectors and projection screens or monitors suitable for Consultant Team use at public meetings.
4. The Consultant Team will provide digital copies of meeting notices for use by the Client to advertise public meetings.
5. The Willows Park Trust citizens group will assist the Consultant Team and Client with public outreach services to encourage broad participation at meetings where the public is invited to attend.
6. Our market analysis services will be focused exclusively the feasibility of event uses within the Basic Scope of Services. Alternate uses will be studied as an Additional Fee.

Additional Services

Should the Client wish to engage our Consultant Team to provide additional services, we will provide a written fee proposal for those services deemed necessary. Services may include, but are not limited to:

- **Cost Estimating Services**
- **Community Survey**
- **Online Survey**
- **Public Presentation**

Should the Client choose, our Consultant Team will present the findings of the Draft Business Plan at a Public Meeting. We will prepare a summary of the Draft Business Plan in a presentation format and present it at a public meeting. Our partners at the Willows Park Trust will support the Township in engaging the community by contacting the following organizations:

- Aldwyn Lane Civic Association
- Ashwood Road
- Black Friar
- Bryn Rose Civic Association

- Conestoga Village
- Inverary
- Meadow Road Community Association
- North Wayne Protective Association
- Ravenscliff
- Round Hill
- South Wayne Group
- Trianon Civic Association
- West Wayne
- Woods Lane Civic Association

Fee Structure

BartonPartners will provide the scope of Basic Services for a fee of twenty four thousand dollars (\$24,000.00) not including expenses which are estimated to be approximately \$600. We will invoice on a monthly basis as a % complete. We anticipate a three month process for this project.

This proposal is valid for 60 days. Please sign both copies of this Agreement and Attachment "A" and return one original executed copy as authorization to proceed.

If you have any questions or comments, do not hesitate to call.

Sincerely,



Mark C. Evans AICP PP AIA
Principal
BartonPartners Architects Planners, Inc.

Signature

Date

Robert Zienkowski
Township Manager/ Secretary
Radnor Township

02

Project Team Resumes





Mark C. Evans, AICP, PP, AIA
Principal, Urban Design

PROFILE

- American Institute of Certified Planners (AICP)
- American Institute of Architects (AIA)
- Professional Planner: NJ
- Registered Architect: NJ
- American Planning Association, Member

Mark leads community visioning workshops, master planning and community planning projects for public and private clients throughout the Northeast region. As a town planner and architect for 28 years, Mark has planned over 100 downtowns, districts & neighborhoods throughout North America with a focus on placemaking & community engagement. His experiences include the planning and design of villages, college towns, campus master plans, site plans, community design guidelines, traditional neighborhoods, town centers and transit-oriented developments. He has a firm understanding of the market realities of mixed-use development. Mark has authored numerous form based codes, traditional neighborhood development ordinances and design guidelines. Mark facilitates win-win solutions through a custom-tailored community-based planning process designed to create vibrant places of enduring value.

SELECT PROJECTS

Community Visioning for Saugatuck Station Master Plan
Westport, CT

Community Workshops and Station Area Plan
Princeton Junction, NJ*

Community Visioning and Design Guidelines at Univ. of Connecticut
Storrs, CT*

Community Visioning and Downtown Plan
Boyetown, PA

Village of Blakeslee Master Plan
Tobyhanna Township, PA*

Ambler Vision Plan
Ambler, PA*

Community Visioning for Fort Washington Station Area
Fort Washington, PA

Downtown District Community Involvement and Form Based Code
Borough of Millersville, PA*

Commercial District Enhancement Plan and Community Visioning
Cheltenham Township, PA*

Paoli Road Improvement Feasibility Study and Public Engagement Plan
Paoli, PA*

Community Workshops and Station Area Plan
Edison, NJ*

Flourtown-Erdenheim Enhancement Plan
Springfield Township, PA*

*(*prior to joining BartonPartners)*

PUBLICATIONS & HONORS

- 2015 Public Outreach Award of Excellence, APA
- 2015 William H. Whyte Award, APA NY Chapter
- 2016 “Co-creating Extraordinary Places Through Crowdsourcing & Placemaking” ASLA PA DE Chapter
- 2015 “Crowdsourcing Meets Transportation Planning” Mid Atlantic ITE Conference
- 2014 “Back on Track at the Station” PA APA Conference
- 2013 “Crowdsourcing Meets Station Area Planning” Phila. AIA

EDUCATION

Cornell University
Bachelor of Architecture





William Warwick, AIA
Principal

PROFILE

- Registered architect in PA
- American Institute of Architects (AIA)
- National Association of Home Builders (NAHB)
- NAHB 50+ Housing Council
- NAHB Multi-Family Council
- Certified Active Adult Specialist in Housing (CAASH)
- Certified Accessibility Inspector/Plan
- National Fire Protection Association (NFPA)

Bill Warwick has experience in all facets of the architectural practice. His expertise includes single- and multi-family development, including planned communities, active adult, traditional neighborhood development and urban infill. His experience also includes apartment and condominium buildings, custom single-family homes, and community buildings. In recognition of his proficiency of 50+ product design, Bill earned his CAASH (Certified Active Adult Specialist in Housing) designation in 2007. Mr. Warwick is also a Certified Accessibility Inspector/ Plan Reviewer for the International Code Council.

SELECT PROJECTS

Concord Plaza
New Castle, DE

Madison New Britain
Chalfont, PA

PARC Westborough
Westborough, MA

Ponds of Odessa
Middletown, DE

The Riverworks
Phoenixville, PA

Station Square
Lansdale, PA

Chatfield Farms
Beacon Falls, CT

Voorhees Town Center
Voorhees, NJ

Waterscape on Hewitt's Cove
Hingham, MA

East Brunswick Apartments
East Brunswick, NJ

PARC Apartments
Plymouth Meeting, PA

Lakeview Landing
Malta, NY

JUDGING EXPERIENCE / PUBLICATIONS

- 2017 NAHB: 55+ Awards
- 2016 Multi-Family Executive Awards
- 2015 NAHB: Pillars of the Industry Awards
- 2014 Regal Awards: Delaware Builders Association
- 2014 NAHB: BALA Awards
- 2014 "Multi-Family Community" International Builders Show
- 2013 PRISM Awards: Builders & Remodelers Association of Greater Boston
- 2012 NAHB: Multifamily Pillars of the Industry Awards
- 2012 NAHB: Best in American Living Awards
- 2012 "Design Trends Workshop: Multigenerational Living" International Builders Show
- 2011 "How to Achieve Success in 50+ Housing" International Builders Show
- 2011 "Multi-Family Showcase" International Builders Show

EDUCATION

Spring Garden College
Bachelor of Architecture



JAMES E. HARTLING

Partner

Mr. Hartling has served as partner-in-charge for most of Urban Partners' economic development projects and has been responsible for examining the market feasibility of many large-scale development and redevelopment projects, including the Hoboken, NJ Waterfront Plan, the Bayonne, NJ Military Ocean Terminal Reuse Strategy, the Haverford State Hospital Site Master Plan, the Neuweiler Brewery Complex in Allentown, PA, the I-16 Flyover Removal Project in Savannah, GA, the former St. Christopher's Hospital in Philadelphia and the Greystone Hospital Site Reuse Strategy in Morris Plains, NJ. He has directed the firm's downtown revitalization efforts in Asbury Park, Atlantic City, Danville, Durham, Erie, Harrisburg, Montclair, Philadelphia, and Savannah and has prepared and helped implement neighborhood housing and commercial revitalization strategies in Newark, Jersey City, Trenton, Camden, Hartford, Philadelphia, Pittsburgh, Baltimore, Cleveland, Miami and a number of other smaller communities. Additionally, he has directed the firm's work involving the planning and development of new village centers and transit-oriented developments, as well as significant participation in the establishment of transfer of development rights programs (TDR) in New Jersey and Pennsylvania, including that in Woolwich Township, which earned the 2010 New Jersey Smart Growth Award and the development of financing strategies for transit-oriented development projects, including the Marcus Hook TRID.

Mr. Hartling's current and recent projects include coordinating the firm's work in various Philadelphia neighborhood housing, commercial and industrial revitalization projects, including retail market analysis for the South Street Headhouse District, strategic planning for the American Street Empowerment Zone and the Allegheny West, Frankford, Girard Avenue, Southwest Philadelphia, Roxborough and the Broad & Olney neighborhoods,, economic analysis for the Phoenixville Area Multi-Municipal Comprehensive Plan and market analysis for the redevelopment of the White and Black Horse Pikes in Camden County, NJ. Mr. Hartling led a six-municipality Delaware County Renaissance Plan (and a resulting redevelopment area plan for downtown Lansdowne) and has recently directed market analysis for the Downtown Savannah Master Plan. He has also completed numerous studies documenting the regional tax and employment impacts of major cultural institutions -- including the Philadelphia Museum of Art, The Franklin Institute, the Please Touch Museum and the National Constitution Center..

Mr. Hartling had over ten years of experience as an economic and social planner prior to founding Urban Partners in 1980. From 1977 to 1980, he administered \$15 million annually of CDBG and EDA funds as Deputy Director for Economic Development of Philadelphia's Community Development program. Previously, Mr. Hartling was on the faculty of the University of Texas teaching in both the graduate planning and public affairs programs. There he conducted research and training projects on economic and community development and human services delivery. He served as co-principal investigator on the initial evaluation of the Community Development Block Grant program, a comparative case study of Baltimore, San Francisco, Kansas City, Houston, Birmingham, and Hartford. He has also held staff positions with planning and development agencies in Texas, California, and New Jersey.

Mr. Hartling has served as lecturer at the University of Pennsylvania, as Chairman of Entrepreneurship Works and on the advisory board of the Philadelphia Local Initiatives Support Corporation and the Community Design Collaborative.

Education: Mr. Hartling received his A.B. from Princeton University in Mathematics and his Master's degree and pre-doctoral degree in planning from the University of California at Berkeley.

CHRISTOPHER A. LANKENAU, AICP

Associate Partner

Christopher Lankenau, AICP, is involved in project management responsibilities for many of the firm's projects. He has served as project manager for the Hagerstown City Center Plan and directed the firm's participation in the Downtown Glassboro, NJ Arts and Entertainment District, the Old City Vision 2026 project and our evaluation of market demand, financial feasibility assessment and identification of a cultural events programming strategy for the New Granada Theater in Pittsburgh. Mr. Lankenau guided the Downtown Erie Market Analysis project, which involved administration of a detailed housing preference survey and the firm's participation in the Our West Bayfront Neighborhood Plan, as well as numerous transit-oriented development projects — including the Asbury Park Main Street Redevelopment Plan, which involved identification of development opportunities to encourage stronger connections between Main Street and the surrounding residential and commercial areas— and a financing plan for the Marcus Hook Transit Revitalization Investment District. Mr. Lankenau directed a unique multi-jurisdictional project in Northwest Philadelphia and Cheltenham Township which required market evaluation and identification of priority redevelopment initiatives for a series of dense commercial districts. Mr. Lankenau also recently assisted several non-profit arts organizations being displaced by the expansion of the Pennsylvania Convention Center in their efforts to identify and finance acquisition of a new facility, which has been fully occupied.

Mr. Lankenau has managed numerous recent projects undertaken by Urban Partners in the Pittsburgh area, including the East End Partnership Economic Development Strategy, the transit-based plan for the Homewood and Point Breeze North communities, the UPMC Braddock Hospital Reuse Plan and the on-going predevelopment feasibility study for Penn Avenue in Wilksburg. Mr. Lankenau is currently leading the firm's participation in the Our West Bayfront Neighborhood Plan in Erie, PA.

Prior to his employment at Urban Partners, Mr. Lankenau was a Senior Associate at the Pennsylvania Economy League, where he managed a Board of Directors' working group focused on community revitalization in Southeastern Pennsylvania's older core communities. As part of this effort, Mr. Lankenau worked toward creating a cooperative forum for local elected officials to collaborate regionally on common economic issues, and participated in a study investigating the fiscal health of municipalities across the state. He also sat on several advisory committees of regional civic organizations, such as DVRPC's Strategies for Older Suburbs Initiative and the Pennsylvania Environmental Council's Transit Oriented Development Institute, working to develop strategies and policies to promote community revitalization. Mr. Lankenau also contributed significantly to Philadelphia's efforts to attract the 2016 Summer Olympic Games through his work on the feasibility report as well as managing a committee of regional civic leaders. Most recently, Mr. Lankenau managed PEL's role in a study with the Greater Philadelphia Cultural Alliance benchmarking the state of the arts and culture industry in Southeastern PA.

Mr. Lankenau also has significant experience as a planning consultant with the Philadelphia firm of Kise Straw & Kolodner, where he managed the Allentown Cultural Arts and Entertainment District project. At KSK, he also developed numerous commercial district revitalization plans for communities in PA, DE and NJ.

Education: Mr. Lankenau is a graduate of the University of Vermont with a B.A. in Geography and holds a Master's degree in Urban and Regional Planning from Michigan State University.

Stephen R. Gabriel, PP

Community Development Manager



Education

M.S., Marine Resource Management, 1977, Oregon State University
B.A., Political Science, 1975, The Pennsylvania State University

Training

APMM, Municipal Management
CDFA, Pennsylvania Financing
LHOP, Real Estate and Economic Development Finance

Registrations

NJ, PP, 9/1/1986

Experience

Mr. Gabriel is a Community Development Manager at RETTEW, leading a group of professionals with extensive community planning, municipal finance, and project management expertise. He possesses a diverse, in-the-trenches municipal services background of close to 40 years. He has served in the roles of township manager, interim municipal manager, and zoning officer for multiple municipal clients. He has also led several nonprofits and community organizations, serving as president and boards of directors' member. Because of his distinctive experiences, Mr. Gabriel brings a unique perspective to our civil/municipal clients. He understands the demands faced by decision makers and can advise clients on appropriate and advantageous actions. Mr. Gabriel excels in community leadership development as well as project management and execution for a variety of projects, including grant writing and management, financial and capital improvements planning, community readiness assessments and strategic planning, downtown and industrial area revitalization planning, comprehensive planning, waterfront planning, subdivision and land development and zoning ordinance updates, and subdivision and land development plan review.

Related experience includes the following projects:

Township Planner, Radnor Township, Delaware County, PA. Serving as Client Representative responsible for providing site planning and design, land use ordinances analysis, crafting of zoning ordinance amendment to address mixed use development in a professional office corridor zone, and major development plan reviews.

Streetscape Feasibility Study, Lower Moreland Township, Montgomery County, PA. Served as Project Manager for a feasibility study for the historic central business district that included the master plan design and study narrative, implementation priorities, \$3 million improvements cost estimates, and funding strategies. Phase I implementation is underway.

Moth Boat Park Plan, City of Elizabeth City, Pasquotank County, NC. As the Chair of the River Access Committee of Elizabeth City Downtown, Inc., designed the park plan, achieved adjoining property owner approval, led the development of a North Carolina Division of Coastal Management grant application, and spearheaded private matching fundraising for constructing a mini-park along the Pasquotank Riverfront in the business district commemorating the Moth Boat sailing world championships.

Strategic Plans, Highspire Borough, Dauphin County; Valley Township, Chester County; and Paradise Township, Lancaster County, PA. Project Manager for performing strategic plans for each community. Each three-month planning process involved assessing organizational readiness to plan, communicate, fund, and execute priority projects and initiatives for each community. Final reports included assessments, recommendations for future efforts, action steps to carry out key projects, and funding resource information. Numerous priority projects have since been completed.

Capital Improvements Plan, Felton Borough, York County, PA. Project Manager for developing a first-time, six-year capital improvements plan. The plan included facilities and assets inventory, conditions assessments, improvements recommendations, project cost estimates, and financing recommendations.

2009/2010 H2OPA Grants for City of Bethlehem, Highspire Borough Authority, Kennett Square Borough, Manheim Borough Authority, Oxford Area Sewer Authority, Pine Grove Township Authority, Thompsett Municipal Authority West Norriton Township, and West Pottsgrove Township, Multiple Counties, PA. Leader and member of teams that developed successful grant applications totaling more than \$18 million in awards for water and wastewater treatment improvements for these municipalities and authorities.

Industrial Zone Transportation Access Study, Pottstown Borough and West Pottsgrove Township, Montgomery County, PA. Served as Client Representative to Pottstown Borough and led the study and assessment, analysis, and plan of action for redeveloping a riverfront industrial area spanning both municipalities. The plan included transportation access and infrastructure improvements, environmental assessments, site development scenarios, funding, and implementation priorities.

Northwest Region Strategic Plan, Conoy, Mount Joy, and West Donegal Townships and Elizabethtown Borough, Lancaster County, PA. Project Manager for updating the comprehensive plans for these four municipalities in the northwest portion of the County. The plan focused on facilitating consensus on priority implementation opportunities regarding traffic and transportation, the Elizabethtown downtown and regional economy, matching community facilities and services with future land use and growth, housing needs, parks and recreation, social services, and other regional relationships.

Township Planner, Lower Moreland Township, Montgomery County, PA. Serving as Client Representative responsible for managing the overhaul of the Township zoning ordinance, reviewing development plans, providing project funding assistance, and other planning duties.

Township Manager, Upper Leacock Township, Lancaster County, PA. Served as Township Manager for Upper Leacock Township for close to ten years. Responsibilities included developing and managing a \$5.4 million annual budget, initiating and coordinating capital improvements programming, financial planning, coordinating the Township's land development and subdivision plan review process, leading land use planning projects, and guiding the pursuit of grant funding opportunities. Oversaw implementation of numerous municipal projects including \$800,000 worth of renovations to the Township's community pool facility, a \$350,000 in-house renovation of the Township's public works garages, and acquisition of the former Leola Elementary School for use as a township and community building at a cost of \$1.6 million.

Willows Park Trust

Willows Park Trust - Residents Preserving Public Land for Public Use - Willows Park Trust is a group of Radnor citizens committed to looking at the park holistically which includes the Mansion, the Cottage, the trails, the ponds, the community garden and the streams. We believe that the only way to design the mansion and the cottage, is by including a bigger vision of all the elements the park has to offer. As well, we are all residents, so our goals are purely to serve the community and protect the park for public use. We are also taxpayers and are sensitive to the financial component and believe that these goals of creating a holistic park vision are not mutually exclusive with being fiscally responsible.

The diverse initial team of stakeholders in our group are many of the key residents who were very vocal during the past meetings. It is our shared goal to create an inclusive public process so when it is time for you to vote on a project, it will already have public support. Our group is very energized and excited to work together to see our shared vision come to fruition. As part of our process, a member of our group will be requesting some of your time to hear your thoughts and wish list for the park. We will also be doing extensive community outreach to the many groups in our community. We believe by creating a community vision, we can have a successful park which will be a lasting legacy for generations.

03

Qualifications





BartonPartners is an integrated design firm offering services in planning, urban design, architecture, landscape architecture, and interior design. Through the integration of these disciplines and dedication to collaborative work, we ensure that each project receives the highest level of coordination and success. While not all of our work is cross disciplinary, our best work comes through the collaborative process made possible by the expertise offered by the individuals within each of our groups. The result is a diverse body of work that is stylistically diverse and informed by our client's needs and the projects' environments within which each project resides.

Community Planning and Public Engagement

Our design approach begins with listening to our clients and the community through a public engagement process. We are committed to understanding the full spectrum of community perspectives before presenting community planning alternatives and recommendations. We firmly believe that public engagement is an important foundation for effective community planning solutions.

Professional Affiliations

- American Institute of Architect (AIA)
- National Council of Architectural Registration Boards (NCARB)
- Leadership in Energy and Environmental Design (LEED)
- National Council for Interior Design Qualifications (NCIDQ)
- American Society of Landscape Architects (ASLA)
- American Planning Association (APA)
- Preservation Alliance for Greater Philadelphia
- National Association of Home Builders (NAHB)
- Urban Land Institute (ULI)

State Registrations

- CT, DE, FL, IL, KY, LA, MA, MD, MI, NC, NJ, NY, OH, PA, RI, TX, VA



Liseter Clubhouse



The Liseter Clubhouse is the adaptive reuse of the historic Foxcatcher Farm horse barn into an upscale clubhouse servicing the new Liseter luxury residential community. The barn has been re-purposed into a multi-purpose community center, providing two levels of entertainment and gathering spaces. Other key programmatic elements are two catering kitchens, a grand entry hall and a bar/lounge area. Also, due to the picturesque environment, there was great emphasis on the landscape design, which offers walking paths, pedestrian accessibility, views and spaces for relaxation.

Site:
Newtown Square, PA

Client:
Toll Brothers, Inc.

Scope:
10,000 SF

Completion Date:
2015

Awards:
‘15 Best Community Facility
BALA Awards

‘15 Best Clubhouse
55+ Housing Awards

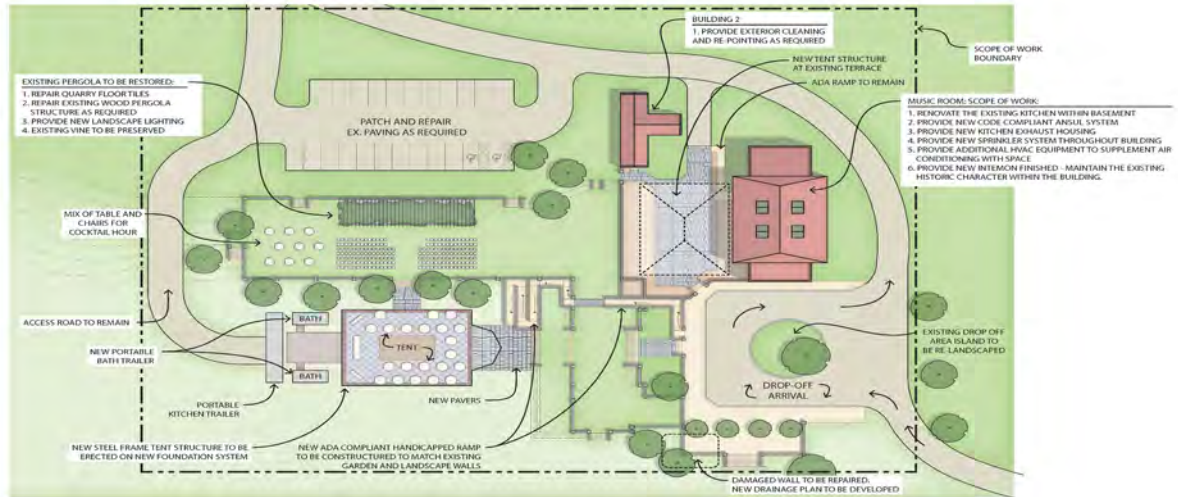
‘16 Best Community Clubhouse
Non-Age Specific
HBA Synergy Awards

Type:
• Clubhouse
• Historic Adaptive Reuse

Services:
• Architecture
• Landscape Architecture
• Urban Design



Curtis Hall



In 2015, through a public Request for Proposal (RFP) process, Barton Partners was awarded the opportunity to restore and repurpose several buildings and outdoor spaces within Curtis Arboretum property. The Curtis Estate is a lovely 45-acre arboretum with rolling hills, two ponds and over 50 tree varieties. The Elegant Curtis Hall Building once the music room for the Curtis family would be used for indoor events such as weddings, private parties, and community events. A gorgeous ornate ceiling crowns the ballroom complete with hardwood floors. The air-conditioned hall can seat 120 without a dance floor or up to 100 with a small dance floor. There are several outdoor areas which offer additional gathering spaces. A large flagstone terrace offers seating for an additional 30 people for an overall maximum event of 150. Adjacent to the hall is a scenic garden area with a wisteria covered pergola and stage and is a popular spot for wedding ceremonies. In an adjacent building and within the basement of Curtis Hall are a commercial Kitchen and catering facilities to several all events.

Site:
Wyncote, PA

Type:

- Adaptive Reuse
- Historic Renovation

Completion Date:
Active

Client:
Conroy Catering

Services:

- Architecture
- Landscape Architecture
- Involved

Scope:
150 Person Event Venue



Gateway For Westport



Gateway For Westport is a community visioning and streetscape enhancement project for the village of Saugatuck in Westport CT. BartonPartners leads a team of consultant in a community planning process to create a Transit-Oriented Development Master Plan at this commuter rail station. Our services include community outreach, public meeting facilitation, urban design, streetscape design, web site design and design standards.

Site:
Saugatuck, CT

Client:
Town of Westport, CT

Scope:
Public Outreach
Community Visioning
Streetscape and Urban Design

Type:

- Master Planning
- Transit Oriented
- Mixed-Use
- Development
- Urban Infill

Services:

- Community Outreach
- Urban Design

Completion Date:
TBD



Urban Partners is a professional consulting firm that advance the planning and implementation of feasible development and revitalization activities. We provide sound real estate market analysis to identify the realm of alternatives available and undertake detailed fiscal and economic analysis to establish the long-term financial requirements of project development *and* operation. Grounded by our attention to market and economic realities, Urban Partners' clients have completed an extensive portfolio of restoration, revitalization and development projects as well as a broad array of social service, educational and cultural programs that have remained sustainable over time. We have significant experience in planning for commercial and mixed-use districts, cultural districts, residential communities, educational/institutional areas and recreational and entertainment uses and in developing financing and implementation strategies to carry out the development priorities of our clients. Our primary focus areas, include:

Historic Site Reuse: The economic and design challenges related to the reuse of historic properties require creative and often complex solutions. Urban Partners assists clients seeking to restore older buildings to determine an appropriate development program, identify market and pricing conditions and prepare pro forma analyses that clearly set out the financial requirements for rehabilitation and long-term operation of the facility and create development financing strategies. For our non-clients lacking development expertise, Urban Partners has, in certain circumstances, also coordinated architectural and engineering services and managed the construction process.

Site Development Strategies: Urban Partners creates specialized economic development strategies for properties having complex development needs, including military bases, hospital complexes and properties with significant environmental remediation needs. We undertake comprehensive market studies, recommend viable development alternatives, identify economic and fiscal impacts of potential development schemes, negotiate on behalf of public agencies with private developers seeking public sector support and assist in identifying and securing development financing.

Cultural Heritage Economics: Urban Partners assists cultural institutions, heritage areas and recreational facilities in the planning, financing and implementation of development projects and supportive programmatic activities that increase their ability to serve their communities and contribute to the tourism economy. Additionally, Urban Partners conducts economic impact analyses related to cultural tourism activities, assisting clients demonstrate the often far-reaching impact on the regional economy of special exhibitions, festivals and permanent arts, heritage and recreational programming.

Smart Growth/Regional Planning: Urban Partners is very active in transit-oriented development projects, cooperative regional planning efforts and other smart growth initiatives that concentrate development in established urban areas, minimize sprawl development and protect open space resources. Our smart growth services provide the economic grounding necessary to attract financing for desired development and supportive infrastructure and to develop the policy tools – such as the transfer of development rights – that facilitate implementation of sustainable development activities.

Housing Market Analysis: Urban Partners' housing market analysis details the steps necessary to conceptualize, design, finance, schedule and mark new and rehabilitation housing projects. We quantify existing and planned residential development by unit type, pricing, and amenity level; examine trends impacting the size and characteristics of the area's population, and determine the rate by which available housing is absorbed into the marketplace.

Retail Market Analysis: Urban Partners' retail market analysis translates retail demand into square footage space requirements, allowing investors to make confident financial commitments to projects and commercial districts to effectively market their space to incoming entrepreneurs. We identify retailing opportunities available within the supply and demand constraints of a community and appropriate to the scale and character of the retail district being studied. Our analysis considers not only the financial feasibility of new retailing, but also how such expansion can complement the area's existing retail base and what public and private actions are necessary to support the retail community and the quality of life in surrounding residential neighborhoods.

Neighborhood Planning: Urban Partners has a strong commitment to working with community development corporations, public agencies and institutional partners on neighborhood revitalization issues. Our services include creation of overall development strategies, the identification of specific projects, the securing of funds for project implementation and project management. Urban Partners works with government entities, institutions, community groups and private developers in identifying and evaluation potential development projects, performing market and financial feasibility analyses and structuring the creative and workable financing strategies necessary to move these complex urban development projects from conception to completion.

Commercial District Revitalization: Urban Partners' commercial district revitalization services allow clients to plan *and* implement complex real estate development project, many of which are unlikely to be tackled independently by the private development community. We complete comprehensive market studies, formulate viable development alternatives, evaluate economic and fiscal impacts of proposed development activities, identify and package multi-source development financing, negotiate on behalf of public agencies with private developers seeking public sector support and, in certain instances, oversee construction and tenanting of recommended projects. Our approach is practical, inclusive and implementation-oriented, resulting in the completion of specific development projects and the establishment of necessary program supports.

Downtown Revitalization: Much of Urban Partners' work focuses on revitalization of downtowns. We have developed overall revitalization strategies for entire downtowns, created site-specific economic development strategies and assisted in the implementation of our recommendations. Our experience involves all aspects of downtown development—retail, office, residential, entertainment, lodging and cultural activities—as well as supportive uses such as parking, circulation, infrastructure and streetscape improvements. This work typically involves detailed real estate market analysis, financial feasibility analysis and the assessment of the economic and fiscal impacts that proposed development will provide.

ALDIE MANSION

Doylestown, PA

Aldie Mansion in Doylestown was formerly the home of the Mercer family, makers of the renowned Mercer tile. The property was given to the Bucks County Conservancy (now the Heritage Conservancy), which sold off a portion of the land to a private developer for condominium development. The Conservancy retained Urban Partners to assist in identifying suitable uses for the 6,500 SF mansion and to evaluate the economic implications of the alternatives.

After examining several different types of uses and the market conditions of the Doylestown area, we recommended a mixed-use program of private office space, office space for the Conservancy and use of the main rooms of the mansion for parties and receptions. Urban Partners assisted the Conservancy in identifying and negotiating an arrangement with an experienced caterer who took over all management and operating func-



tions for the use of the mansion for parties and receptions. The Conservancy has moved its own offices on-site, successfully rented other office space and is currently renting the mansion for private receptions and other functions.

Client Reference:
The Heritage Conservancy

GARRETT WILLIAMSON FOUNDATION MASTER PLAN

Newtown Square, PA

The Garrett Williamson Foundation (GWF) was founded in 1910 when Elizabeth Garrett left her Newtown Square farm property to provide for the support and maintenance of poor children and deserving single women. GWF continues to operate at this 240-acre site, providing year-round child care and summer camp programs to children from lower-income families and single mother homes, leasing space to a school for children with special needs and hosting 4-H activities and other special events. GWF retained a multi-disciplinary planning team to prepare a site master plan for its Newtown Square property with the intent of identifying opportunities to solidify its financial stability and supplement income to fund its core programs.



Urban Partners evaluated the local market conditions for a variety of potential uses for the property that would complement existing activities on site. These included the expansion of the existing child care program, the expansion of the existing day camp, a new YMCA facility, an indoor athletic facility, independent senior living, banquet facilities, and horse riding/boarding facilities. Our assessment identifies the foundation's potential for new and expanded opportunities that can serve both its existing clientele as well as additional members of the community. As a result of our analysis, GWF is considering expanding its child care facility and pursuing potential partnerships for an athletic facility. Additionally, we have assisted the foundation in negotiations with a local caterer interested in using the historic barn facility as a venue for weddings and other farm-to-table oriented events.

Client Reference:
Garrett Williamson Foundation

PHOENIXVILLE FOUNDRY COMMERCIAL DEVELOPMENT POTENTIAL

Phoenixville, PA

The Phoenixville Foundry is a late 19th Century structure located in downtown Phoenixville. Urban Partners, with Kise Franks & Straw Architects, was retained by the Phoenixville Area Economic Development Corporation (PAEDCO) to examine potential rehabilitation schemes for the highly visible and historic building. We conducted a market review to assess potential interest in the Foundry facility.



Due to the restoration costs inherent in the site's rehabilitation, it was assumed that the scheduling of work would be contingent on the receipt of development grants and other subsidies. This made it imperative that we consider the long-term market opportunities for the site rather than attempting to identify any specific short-term users. Our market analysis identified several potential uses for the Foundry property that would be complementary to the proposed visitors center use, including theme restaurants, select free-standing retail, an event/conference center, headquarters for the Phoenixville YMCA and site for its day care operations, a satellite facility for a local college, professional office space and a relocated Borough Hall. Together, this range of potential uses produced a variety of development programs for the building, which were examined by KSK. The simplest alternatives included various combinations of retail stores and professional offices, perhaps including a theme restaurant and/or a bank. More elaborate development programs created a facility of up to 25,000 SF by constructing second and possibly third floors.

Based on our assessment, PAEDCO has entered into an agreement of sale and obtained a \$375,000 Communities of Opportunities grant from the PA Department of Community and Economic Development to help finance rehabilitation costs. The building's exterior has been stabilized and construction of the visitor center facility began in October 2002. The project has since received \$1.8 million in private funds and \$2.1 million in state and federal aid and has been fully rehabilitated as a heritage area visitor's center and a very successful wedding and corporate event facility.

Client Reference:
PAEDCO

CORPORATE OVERVIEW



RETTEW, ranked by *Engineering News-Record* as one of the top design firms in the U.S., provides a wide range of engineering, environmental, surveying, planning, safety, and related consulting services. Since 1969, RETTEW has been committed to the communities and clients we serve. Growing from a single, four-person firm to more than 350 dedicated professionals, today RETTEW has a seamless network of nine successful, well-supported offices in five states. Our staff has a reputation for controlling costs and accelerating schedules by collaborating on every project to provide integrated answers to the many challenges our clients face. A multidisciplinary firm offering more than 450 different services, RETTEW delivers comprehensive solutions with speed and accuracy.

What sets RETTEW apart from the average engineering consulting firm is our ability to anticipate the impact of every step in every project. We work hard to understand and address the specific regulatory, economic, and political issues faced by clients in markets ranging from energy to transportation and a dozen others in between. This in-depth understanding of every project detail enables RETTEW to make decisions that protect our clients and our communities.

Whether it is through the water we drink, the energy that warms and lights our homes, or the roads and bridges that connect us to friends and loved ones, RETTEW is a fundamental part of the community. We answer to you.

SERVICES PROVIDED

- ▶ Bridges and Highways
- ▶ Community Development
- ▶ Construction Services
- ▶ Environmental Permitting
- ▶ Geosciences
- ▶ GIS
- ▶ Safety Consulting
- ▶ Structural Engineering
- ▶ Subsurface Utility Engineering
- ▶ Surveying
- ▶ Sustainable Design
- ▶ Water/Wastewater

RETTEWSM

COMMUNITY PLANNING



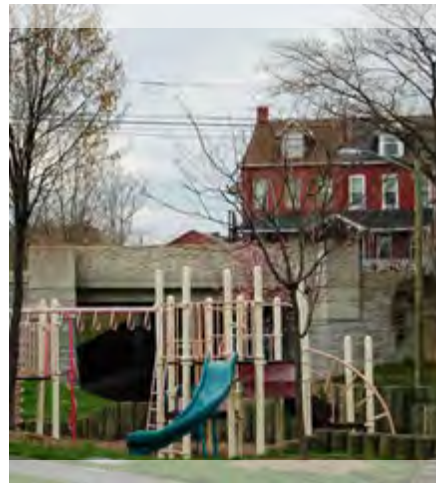
Community needs constantly evolve and require an appropriate balance between development, reinvestment, and preservation. Identifying priorities to achieve a community's vision is essential in working towards a sustainable future.

RETTEW's community planning team collaborates with clients to identify market needs, plan projects to meet those demands, and offer support for every step on the way to fulfilling those goals. We specialize in creating designs and strategies individualized to each community by starting with an inclusive public participation process to understand the community's vision and uncover immediate needs. Our team identifies projects to bring the vision to fruition, and lays out plans to accomplish them. We offer integrated services in policy and design planning, grantsmanship, graphic design, landscape architecture, and comprehensive engineering capabilities – always keeping the focus on plans that lead to implementation.

“ This is not a cookie-cutter plan. It is, rather, a unique, one-of-a-kind plan that meets our requirements and hits our needs right on the head. I am very, very pleased with the final result.”

Tom Egan, Chairman of the
Board of Supervisors, East
Bradford Township

COMMUNITY PLANNING



- ▶ Act 537 Sewage Facilities Planning
- ▶ Community Visioning and Group Facilitation
- ▶ Comprehensive Planning
- ▶ Corridor Studies
- ▶ Charrettes
- ▶ Environmental Planning

- ▶ Funding Application Development and Contract Coordination
- ▶ Green Infrastructure Planning
- ▶ Historic Preservation
- ▶ Landscape Architecture
- ▶ Ordinance Preparation and Enforcement

- ▶ Master Plans
- ▶ Parks, Recreation, Greenways, and Open-Space Planning
- ▶ Streetscape Design
- ▶ Sustainable Design/LEED
- ▶ Transportation Planning
- ▶ Downtown Redevelopment and Revitalization

LENNI LENAPE PARK MASTER SITE PLAN

Lebanon County, Pennsylvania



Park master plan

RETTEW prepared the Lenni Lenape Park Master Site Plan for the North Lebanon Township Parks and Recreation Board and Planning Committee. We worked closely with the Parks and Recreation Board and the public to develop the final master plan for the 28-acre site, which includes both passive and active features used in all seasons. RETTEW presented the master plan to the North Lebanon Township Board of Supervisors and coordinated with the Township Park and Recreation Board, Board of Supervisors, Township staff, as well as the public and adjoining property owners. Our team facilitated group meetings and organized public participation for this project.

Park amenities include parking areas, a concession stand and restrooms, a maintenance and storage shed, mulch and paved walking trails, a nine-hole disc golf course, an outdoor learning center, pavilions, playground and tot lot equipment, a regulation-size soccer field, and a multipurpose field.

SERVICES PROVIDED

- ▶ Boundary and Topographic Surveying
- ▶ Landscape Architecture
- ▶ Master Site Plan Design
- ▶ Public Meeting Facilitation
- ▶ Grant Writing and Funding Coordination

OHIOPYLE STATE PARK DESIGN CHARRETTE

Fayette County, Pennsylvania



Design renderings

Ohiopyle State Park encompasses more than 19,000 acres of rugged natural beauty serving as the gateway to Pennsylvania's Laurel Mountains. The park attracts 1.5 million visitors yearly who take advantage of its amenities, primarily whitewater boating, bicycling, and numerous hiking trails. However, the area surrounding the park does not have adequate lodging, parking, restaurants, or entertainment to accommodate visitors. Visitors routinely dealt with unsafe walking conditions in crossing a major roadway to get from parking and other visitor accommodations to the park. Gridlocked traffic, general overcrowding, and unclear signage were also issues, resulting in park users trespassing and using private properties to picnic and park.

RETTEW facilitated an on-site, multiple-day design charrette focused on achieving sustainable concepts for a park master plan, such as renewable energy for Ohiopyle State Park, Ohiopyle Borough, and Stewart Township. Regional, state, and local representatives provided stakeholder input during multiple meetings, which allowed for an earlier establishment of a new vision for park development. The vision addressed unsafe walking conditions including organized crosswalks, as well as traffic-calming mechanisms. A new staging area for buses to deliver visitors to the boat launch and a shuttle program to transport visitors from secure off-site parking areas in the Township to the Borough will also help reduce traffic congestion. Rental lodging and more entertainment opportunities within the existing Main Street area will accommodate residents and visitors alike.

SERVICES PROVIDED

- ▶ Charrette Planning and Facilitation
- ▶ Master Planning
- ▶ Parks, Recreation, and Trails Planning and Design
- ▶ Sustainable Design

This charrette laid the groundwork from which the Pennsylvania Environmental Council secured \$3.6 million for Ohiopyle to implement vital planning and improvements to this critical gateway.

04

Standard Terms & Conditions



Attachment 'A' Standard Terms & Conditions 2017

1.1 Scope of Services

Architect agrees to perform, in connection with the Project, only those services expressly set forth in the Agreement to which these Standard Terms and Conditions are attached. Architect has not, nor shall it be presumed to have, agreed to perform any services not expressly specified herein.

2.1 Compensation

The compensation for Basic Services shall be as set forth in the Agreement to which these Standard Terms and Conditions are attached. Compensation for Additional Services shall also be as set forth in the Agreement or, if not provided for in the Agreement, on a time and expense basis at the hourly rates set forth below:

Our standard hourly rates are as follows, subject to annual updates:

Founding Principal	\$205.00
Principal I / Director of Urban Design	\$195.00
Principal I	\$170.00
Director of Architectural Design	\$145.00
Senior Project Manager	\$140.00
Project Manager	\$120.00
Senior Project Architect	\$120.00
Project Architect II	\$115.00
Project Architect I & Landscape Architect	\$110.00
Designer IV	\$110.00
Designer III	\$105.00
Designer II	\$100.00
Designer I/Intern	\$90.00
Administrative	\$70.00

2.2 Reimbursable Expenses

Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect, the Architect's employees, and consultants in the interest of the Project. Compensation shall be computed as a multiple of 1.2 times the expenses incurred by the Architect, the Architect's employees, and consultants.

2.2.1

Reimbursable Expenses include transportation and parking in connection with the Project; expenses in connection with authorized out-of-town travel; long distance communications. Mileage is calculated at the current IRS-specified rate. Fees to secure approval of authorities having jurisdiction over the Project are not considered reimbursable expenses, and the Client is responsible for payment of such fees.

2.2.2

Reimbursable Expenses include printing and reproduction, postage and handling of drawings, specifications, booklets, presentation materials, and other documents requested by the Client.

2.2.3 In-house printing and reproduction will be charged as follows:

A. Wide Format B/W Prints		
	24 x 36	\$2.50 per sheet
	30 x 42	\$3.65 per sheet
	36 x 48	\$5.00 per sheet
B. Copies, Laser B/W Prints		
	8 ½ x 11	\$0.15 per sheet
	8 ½ x 14	\$0.15 per sheet
	11 x 17	\$0.15 per sheet

Contact

610.930.2800 | www.bartonpartners.com
BartonPartners Architects Planners, Inc.

Norristown

700 E. Main St. Suite 301 | PA 19401

Philadelphia

1524 Delancey St. 3rd Floor | PA 19102

C.	Foam Core		\$20.00 per sheet
D.	Color Prints, Laser/Wide Format		
		8 ½ x 11	\$2.00 per sheet
		8 ½ x 14	\$2.00 per sheet
		11 x 17	\$2.00 per sheet
		24 x 36	\$18.00 per sheet
		30 x 42	\$26.00 per sheet
		36 x 48	\$36.00 per sheet
E.	Flash Drives		\$10.00 each
	Compact Disks/DVDs		\$8.00 each

2.3 Compensation for Consultants

Compensation for the Basic and Additional Services of consultants shall be computed as a multiple of 1.2 times the amounts billed to the Architect for such services except where specifically included in the Architect's fee for basic services.

3.1 Payments

Payments for Basic and Additional Services, Consultants and Reimbursable Expenses shall be made monthly for services performed on the Project and shall be due within thirty days of the date of receipt of Architect's invoice.

3.1.1

If the Client fails to pay the Architect within thirty days of the date of the Architect's invoice, the Architect may suspend services per Section 4.1.

3.1.2

Payments due the Architect under this Agreement shall bear interest at the rate of one and one-half percent (1.5%) per month, commencing thirty (30) days after the date of the invoice.

4.1 Termination, Suspension

4.1.1

This Agreement may be terminated by either party upon seven (7) days' written notice should the other party fail substantially to perform in accordance the terms of this Agreement through no fault of the party initiating the termination. In the event of suspension for more than three (3) months which occurs prior to completion of all services contemplated by the Agreement, BartonPartners may completed such analyses and records as are necessary to complete their files and may also complete a report on the services performed up to the date of receipt of written notice of termination or suspension. Termination Expenses provided for above shall include all fees and costs incurred by the Client in reporting, completed data, completing such analyses, records and reports. BartonPartners shall be entitled to an equitable increase in its compensation when the services are resume after the suspension is ended.

9.8 Authority to Sign

The party executing this Agreement on behalf of Client warrants that s/he has authority to bind Client to the terms and conditions of this Agreement.

9.9 Acceptance by Authorization to Proceed

In the event that the Architect and Client have not executed this Agreement, the Client's authorization to Architect to proceed with the performance of the services set forth herein shall constitute acceptance

Presentation by Radnor
Conservancy – Parks &
Open Space Stewardship
Presentation

ORDINANCE NO. 2017-08

AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AMENDING THE CODE OF THE TOWNSHIP OF RADNOR, CHAPTER 270, VEHICLES AND TRAFFIC, SECTION 270-29, PARKING PROHIBITED CERTAIN HOURS

The Board of Commissioners of the Township of Radnor does hereby ENACT and ORDAIN the following amendments to Chapter 270, Vehicles and Traffic, as follows:

Section 1. Section 270-29. Parking Prohibited Certain Hours, is hereby amended as follows:

Name of Street	Side	Hours/Days	Location
[Beatrice Drive	Both	No Parking 8:00 AM - 6:00 PM Except Saturday, Sunday & Holidays	Entire Length]
<u>Beatrice Drive</u>	<u>Both</u>	<u>No Parking Except</u> <u>Holidays</u>	<u>Entire Length</u>

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

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

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

ENACTED and *ORDAINED* this day of 2017.

RADNOR TOWNSHIP

By: _____
Name: Elaine P. Schaefer
Title: President

Attest: _____
Robert A. Zienkowski, Secretary

Delete
 Add

**Radnor Township
Delaware County, Pennsylvania
Resolution 2017-78**

A RESOLUTUON REGARDING CELL TOWERS IN THE WILLOWS AND SURROUNDING PARKS

WHEREAS, Radnor Township seeks to **RESOLVE ANY PERCEIVED UNCERTAINTY** as to its desire to increase the capability of private companies to build infrastructure on private property around the Willows that will improve cellular communication in and around the Willows; and

WHEREAS, Radnor Township seeks to **IMPROVE CELLULAR COMMUNICATIONS** in and around the Willows by resolving any perceived uncertainty in its policy regarding cell towers in the Willows and surrounding parks; and

WHEREAS, Radnor Township reaffirms its position that current law as enacted and construed renders it infeasible to install cell towers at the Willows or surrounding parks, and such installation in Township Parkland has been determined not to be in the best interest of the public, in any event.

THEREFORE, BE IT RESOLVED, that if the rules and regulations of Radnor Township are being interpreted to inhibit the placement by private companies of infrastructure to improve cell communication on private property or in any Township Right of Way, then Radnor Township will consider requests made by the private companies to adjust these rules and regulations.

BE IT FURTHER RESOLVED, that the Township's administration shall contact the representatives of private companies that build cellular communication infrastructure, and who in the past, have contacted the Township on the matter of cell tower services, etc., and inform those companies of this resolution.

RESOLVED, this _____ of _____, 2017

Elaine P. Schaefer, President

Robert Zienkowski, Secretary

**RESOLUTION 2017-74
RADNOR TOWNSHIP**

A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, FOR ELIGIBLE NON-UNION PERSONNEL TO FOLLOW THE LONGEVITY SCHEDULE AS APPROVED UNDER CONSOLIDATED COLLECTIVE BARGAINING AGREEMENT (CBA) WITH THE RADNOR ASSOCIATION OF TOWNSHIP EMPLOYEES (RATE) BEGINNING JANUARY 1, 2017 THROUGH DECEMBER 31, 2023.

WHEREAS, the Board of Commissioners have approved Resolution 2017-51 for the Collective Bargaining Agreement with RATE on March 13, 2017; and

WHEREAS, such agreement included a revised schedule for Longevity benefits for eligible RATE personnel; and

WHEREAS, eligible non-union personnel receiving Longevity benefits historically have been provided the same level of benefits as provided under the RATE CBA; and

WHEREAS, the Administration desires to have the eligible non-union personnel to be provided the same Longevity benefits as provided to RATE under the Collective Bargaining Agreement that will be in force through December 31, 2023;

NOW, THEREFORE, it is hereby *RESOLVED* that eligible non-union personnel will follow the RATE contract with respect to the Longevity schedule incorporated into the Consolidated CBA effective January 1, 2017.

SO RESOLVED, at a duly convened meeting of the Board of Commissioners of Radnor Township conducted on this 12th day of June A.D., 2017.

RADNOR TOWNSHIP

By: _____
Name: Elaine P. Schaefer
Title: President

ATTEST: _____
Robert A. Zienkowski
Township Manager / Secretary


Radnor Township



PROPOSED LEGISLATION

DATE: May 22, 2017

TO: Board of Commissioners

FROM: William M. White, Finance Director 

LEGISLATION: Resolution #2017-51 adopted March 13, 2017 approved the Collective Bargaining Agreement (CBA) with the Radnor Association of Township Employees (RATE) and incorporated in the agreement is a revised Longevity schedule for all eligible RATE personnel.

LEGISLATIVE HISTORY: Historically the Township's healthcare and benefit programs offered to non-union personnel have substantially mirrored the benefits afforded to those employees covered under the RATE CBA. This was done primarily to provide uniformity and parity to non-union employees in similar roles and job functions as their union counterparts. This is a past practice which, based on available records, has been in place for more than twenty years. Beginning in 2010, this practice was discontinued all newly hired non-union personnel since then do not receive longevity benefits.

PURPOSE AND EXPLANATION: Compensation and benefit programs administered by the Township, whether part of a Collective Bargaining Agreement or as a matter of Township policy, require approval of the Board of Commissioners.

FISCAL IMPACT: Of the 24 full-time non-union employees, there are 10 employees hired before 2010 and grandfathered under the longevity provisions. The fiscal impact will be \$7,750.00.

RECOMMENDED ACTION: The Administration respectfully recommends that the Board adopt Resolution #2017-74 at the June 12, 2017 meeting.

**ORDINANCE 2017-09
RADNOR TOWNSHIP, PA**

**AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, AMENDING THE 2017 CAPITAL
BUDGET FOR THE TOWNSHIP CAPITAL IMPROVEMENT
FUND BY TRANSFERRING APPROPRIATIONS**

WHEREAS, the 2017 Capital Plan was adopted by the Board of Commissioners on December 12, 2016 as part of Ordinance 2016-15; and

WHEREAS, Radnor Township’s Home Rule Charter Chapter §7.08(E) stipulates that the Board may, by Ordinance, transfer part or all of any unencumbered appropriation balance from one department or office to another; and

WHEREAS, the Board of Commissioners passed a motion at their May 8, 2017 meeting authorizing the expenditure of funds for various sidewalk projects; and

WHEREAS, The Board of Commissioners agreed during the May 8, 2017 meeting to transfer appropriations from the North Wayne Parking Lot project in the amount of \$200,000 to the Infrastructure: Sidewalks capital group to provide funding for the various sidewalk projects approved.

NOW, THEREFORE, be it hereby *ENACTED* and *ORDAINED* as follows:

That the following appropriation transfers be incorporated into the 2017 Board Adopted Comprehensive Budget as Amendment #1:

Fund	Description	Account#	Increase/ (Decrease)
Capital Improvement Fund #05	Building & Grounds Parking Lots	05.403.4822	\$(200,000)
Capital Improvement Fund #05	Infrastructure Constr Sidewalks	05.439.4850	\$ 200,000

EFFECTIVE DATE: This ordinance shall take effect in accordance with the Radnor Home Rule Charter

REPEALER: That any Ordinances, or parts of Ordinances, conflicting with this Ordinance is hereby repealed to the extent of such inconsistency.

SEVERABILITY: If any sentence, clause, section or part of this Resolution is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Radnor Township that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

ENACTED and *ORDAINED* this twenty-sixth day of June, 2017.

RADNOR TOWNSHIP

By: _____
Name: Elaine P. Schaefer
Title: President

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

Radnor Township

PROPOSED LEGISLATION



DATE: May 16, 2017

TO: Board of Commissioners

FROM: William M. White, Finance Director 

LEGISLATION: An Ordinance amending the 2017 Board Approved Comprehensive Budget by transferring appropriations from parking lot construction to sidewalk construction within the Capital Improvement Fund #05

LEGISLATIVE HISTORY: The 2017 Budget was adopted by the Board on December 12, 2016 with Ordinance 2016-15. Further, the Board passed a motion at their May 8, 2017 meeting authorizing the grant application and necessary funding for four sidewalk projects. During the discussion, the Board agreed to transfer the appropriations from the South Wayne Parking lot project to the sidewalk group to adequately fund these sidewalk projects.

PURPOSE AND EXPLANATION: The purpose of this Ordinance is to comply with §7.08(E) regarding the process by which the Board is permitted to officially transfer appropriations from one department, office or project to another. Additionally, the purpose of this Ordinance is to properly and adequately allocate the necessary funds to pay for these projects.

FISCAL IMPACT: Being that the Board is merely transferring appropriations, there is no change in to spending approved in the 2017 Budget. The North Wayne Parking Lot resurfacing project will need to be reappropriated in a future period, once the Library improvement project is complete. Also, to the extent that the actual costs of the four sidewalk projects are less than the \$200,000 appropriated, the savings will lapse into the Capital Improvement Fund and be available for other projects.

IMPLEMENTATION SCHEDULE: Since this is an Ordinance, it will need to be introduced at the May 22, 2017 meeting. Then, proper advertising will need to occur prior to an anticipated public hearing / adoption at the Board's June 12, 2017 meeting.

RECOMMENDED ACTION: The Administration respectfully recommends that the Board introduce this Ordinance at their June 12, 2017 meeting with an anticipated adoption at their June 26, 2017 meeting.

RESOLUTION NO. 2017-77

A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, APPROVING THE FIVE-YEAR CAPITAL LEASE AGREEMENT WITH CITY NATIONAL CAPITAL FINANCE, LLC FOR THE FINANCING OF THE PURCHASED LOADER AND TWO (x2) DUMP TRUCKS

WHEREAS, the Five Year Capital Program, incorporated into the 2017 Budget, included appropriations for the replacement of one (1) Public Works Highway “Loader” with the purchased 2016 Case 721F-XR Tier 4 Final Emissions Wheel Loader and associated equipment together the Public Works Highway “Loader”; and

WHEREAS, the Five Year Capital Program, incorporated into the 2017 Budget, included appropriations for the replacement of two (2) Public Works Highway “Dump Trucks” with the purchased two (2) 2018 Peterbilt Model 348 Dump Truck Cab and Chassis and two (2) Stainless Steel Beau-Roc SSM4 Municipal Dump Body and associated equipment together the Public Works Highway “Dump Trucks with Plow and Spreader”; and

WHEREAS, the Five Year Capital Program projected financing the replacement vehicle through a five year capital lease at the conclusion of which, the ownership of the vehicle will become the Township’s; and

WHEREAS, the Board of Commissioners authorized the purchase of the vehicles referenced herein at the February 13, 2017 via Resolution 2017-20; and

NOW, THEREFORE, be it hereby *RESOLVED* that the Radnor Township Board of Commissioners does hereby authorize the Township to enter into a five year capital lease agreement with City National Capital Finance, LLC at an interest rate of 1.660% APY which results in an annual payment of approximately \$106,806.68, with the first lease payment due on or about January 31, 2018 and annually thereafter until the conclusion of the lease period, at which time the Township will own the equipment outright.

SO RESOLVED this 12th day of June, 2017.

RADNOR TOWNSHIP

By: _____
Name: Elaine P. Schaeffer
Title: President

ATTEST: _____
Robert A. Zienkowski
Township Manager / Secretary

Radnor Township



PROPOSED LEGISLATION

DATE: June 5, 2017

TO: Board of Commissioners

FROM: William M. White, Director of Finance

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

LEGISLATION: Resolution 2017-77, authorizing the financing of three Public Works vehicles:

- One (1) Public Works Highway "Loader"
- Two (2) Public Works Highway "Dump Trucks with Plow and Spreader"

LEGISLATIVE HISTORY:

- (1) The Board of Commissioners authorized the purchase of these vehicles on February 13, 2017, Resolution 2017-20.
- (2) The Five Year Capital Program, incorporated into the 2017 Budget, included capital leases for these three public works vehicles ("Loader Refuse Truck" and "Dump Trucks"). The lease terms projected a five year payment period with a purchase option of \$1 at the end of the financing.

PURPOSE AND EXPLANATION: The purpose of this request is to allow the Administration to finance the three replacement Public Works vehicles approved earlier this year: (1) Public Works Highway "Loader" and (2) Two (x2) Public Works Highway "Dump Trucks with Plow and Spreader" all purchased under PA CoStars contracts with financing of a five year capital lease provided by City National Capital Finance, LLC.

The three Public Works vehicles will be purchase from the following vendors in accordance with the several PA Costars contracts and Resolutions 2017-20:

Loader			
Description	Vendor	Costars Contract	Price
2016 Case 721F-XR Tier 4 Final Emissions Wheel Loader and associated equipment	Eagle Power & Equipment	4400006022	\$199,422.00
Subtotal			\$199,422.00
Dump Truck #1 with Plow and Spreader			
Description	Vendor	Costars Contract	Price
2018 Peterbilt Model 348 4x2 cab and chassis	G. L. Sayre, Inc.	25-017	\$89,439.00
Stainless Steel Beau-Roc SSM4 Municipal Dump Body and associated equipment	Triad Truck Equipment, Inc.	25-060	67,269.00
Subtotal (for Dump Truck #1)			\$156,708.00
Dump Truck #2 with Plow and Spreader			
Description	Vendor	Costars Contract	Price
2018 Peterbilt Model 348 4x2 cab and chassis	G. L. Sayre, Inc.	25-017	\$89,439.00
Stainless Steel Beau-Roc SSM4 Municipal Dump Body and associated equipment	Triad Truck Equipment, Inc.	25-060	66,069.00
Subtotal (for Dump Truck #2)			\$155,508.00
Grand Total all three vehicles			<u>\$511,638.00</u>

On May 26, 2017, the Administration received the following proposals from seven firms for a five year lease term with a purchase option of \$1 at the end of the financing. Please note that figures below are for *THREE* vehicles:

Firm	5 Year	Annual Payment	Total 5 Year
		(5 Years)	
City National Capital Finance, LLC	1.660%	\$106,806.68	\$534,033.40
Provident Bank	2.680%	Not Provided in Proposal	Not Provided in Proposal
Santandar Bank	2.295%	\$108,591.14	\$542,955.70
Susquehanna Commercial Finance	3.050%	\$110,192.69	Not Provided in Proposal
TD Equipment Finance	2.017%	\$107,181.41	\$535,907.05
Trimarc Financing Solutions	4.350%	\$111,222.00	\$556,110.00
US Bancorp	1.983%	\$107,680.20	\$538,401.00

IMPLEMENTATION SCHEDULE: With the Boards authorization, Township Administration will accept City National Capital Finance, LLC's five year lease proposal. The estimated delivery dates of the three vehicles is November 2017. The first lease payment will be due on January 31, 2018 and annually thereafter for five years.

FISCAL IMPACT: The fiscal impact will be an annual obligation of \$106,806.68 to be paid from the Township's Capital Fund (#05) for years 2018 - 2022. The interest expense during the financing period (five years) is \$22,395.40. At the conclusion of the lease term, five years, ownership of the vehicles will be the Township's. If at any point during the lease term, the Board of Commissioners does not appropriate for that particular year's lease payment obligation, the lease contract will be voided with the equipment being forfeited to the financial institution (Non-appropriation Clause).

The Five Year Capital program estimated the aggregate payment for these three vehicles to be \$123,200.00 per year over the five-year term. The actual payments will be \$106,806.68, resulting in a positive variance in the Capital Plan of \$15,519.80 per year from 2018-2022.

Other financing options were considered during the analysis including:

Alternatives	Notes vs. Capital Lease
Operating Lease	More expensive and no ownership at the end of the term
Cash Purchase	Less expensive, but would require more cash than the capital fund has allotted to it for 2017

RECOMMENDED ACTION: The Administration respectfully recommends that the Board authorize the Township to accept City National Capital Finance, LLC's proposal to provide five-year capital lease financing for the purchase of the three Public Works vehicles.

GRIM, BIEHN & THATCHER
MEMORANDUM

TO: RADNOR TOWNSHIP BOARD OF COMMISSIONERS

CC: ROBERT ZIENKOWSKI, TOWNSHIP MANAGER

FROM: JOHN B. RICE, ESQUIRE & H.PETER NELSON, ESQUIRE

DATE: MAY 1, 2017

RE: ADDITIONAL ZONING ORDINANCE AMENDMENTS

This memo updates our previous March 17, 2017 communication. At the March 6, 2017 Planning Commission meeting the Commission recommended that the Board consider the following ordinance amendments:

1. **Medical Office Parking** – The Planning Commission recommends that the parking standard be revised. The restrictions we have most commonly seen are either four spaces for each doctor within the office plus one space for every other employee or one space for every 150 square feet of gross floor area in the office. It is recommended that, if the Township wants to enact a specific parking requirement for medical office, to use the 150 square foot requirement since it is much easier to calculate and enforce. This new parking standard would be added at Section 280-103 (11) of the Zoning Ordinance.

2. **Parking Garages** – There has been much discussion over the years in regards to the Township’s current language allowing the construction of parking garages within the PLO Zoning District found at Section 280-63 (C) (5). Currently, the language in this Section states that a parking structure as an accessory use may be constructed “...for the purpose of eliminating allowable surface parking...” This language has created ambiguity in its application. In order to clarify, the Planning Commission recommends the following:
 - A. The Applicant must calculate the amount of total surface parking required by Ordinance for the proposed uses on a site; and

 - B. The Applicant must show that it currently can supply the required parking on the property as surface parking in compliance with all applicable ordinances, codes, rules and regulations; and

 - C. The Applicant must show the area of surface parking to be eliminated by construction of a proposed parking garage. The area where surface parking would be eliminated

remains unimproved and preserved as open space, buffering or other similar amenity in perpetuity.

3. **Reserve Parking Provisions** – Reserve parking requirements typically include the following components:
 - A. The Township would permit a reduction of the number of parking spaces required by ordinance to be initially developed in order to limit the amount of paved parking areas and to limit stormwater runoff.
 - B. The Applicant would be required to demonstrate, using existing and projected employment, customer or resident data, that a reduction in the required off-street parking spaces to be initially developed has merit.
 - C. The Applicant would submit a plan showing both the parking areas to be initially constructed and designating spaces proposed to be reserved for future use if deemed necessary by the Township. Both present and reserved parking areas would have to be accounted for in the stormwater system.
 - D. The Applicant would execute a recordable agreement which would permit the Township to require the additional parking if determined to be necessary by the Township.
4. **Shared Parking Provisions** - Although the Planning Commission did not specifically discuss this item, we recommend this be added for discussion since it has been an ongoing issue with multiple adjacent uses.

New Business

Discussion of the Need for
Changes to the Shade Tree
Ordinance, A Master Street Tree
Plan and Other Matters
*(Requested by Commissioner
Higgins)*