

**BOARD OF COMMISSIONERS**  
**AGENDA**  
**Monday, March 14, 2016 - 6:30 PM**

Pledge of Allegiance

Notice of Executive Session on March 14, 2016

1. Consent Agenda

- a) Disbursement Review and Approval: #2016-02C, #2016-02D, #2016-03A
- b) Resolution #2016-32 - Adopting a social media policy for the Township
- c) Consideration of a Motion to Approve the Certificate of Appropriateness:
  - HARB-2016-05 – 205 Midland Avenue - Enclose rear porch as family room. Connect kitchen to family room with room along rear wall of home. Create a second/ 1/2 third floor over kitchen. Rework finish details of front of home.
- d) Approval of minutes for the Board of Commissioners meeting of February 8, 2016 & February 22, 2016
- e) 302 Orchard Way – Requesting a waiver for §245-22 of the Stormwater Management Ordinance for infiltration
- f) Resolution #2016-33 - Authorizing Kimmel- Bogrette Architecture and Site, Incorporated, to Provide Professional Design Services for Fenimore Woods
- g) Resolution #2016-34 - Authorizing the Public Works Department to Purchase Grass Seed and Fertilizer
- h) Resolution #2016-35 - Authorizing the Public Works Department to Receive Bids for the Superpave Resurfacing Program
- i) Staff Traffic Committee Meeting Minutes – February 17, 2016
- j) Resolution #2016-31- Authorizing the Township Manager to engage with Mellon Certified Restoration services to clean hazardous materials and/or board up properties that are deemed uninhabitable due to emergency, fire or neglect
- k) Consideration of a Motion to **Deny** the Certificate of Appropriateness:
  - HARB-2016-04 – 406 North Wayne Avenue - New single family dwelling, garage and pool.
- l) Authorization for Solicitor to execute a Declaration of No Interest regarding Semerdjian property
- m) Resolution #2016-43 - Authorizing the Township Manager to bind coverage for Workers' Compensation Insurance for the Radnor Fire Company for the period beginning March 1, 2016 through March 1, 2017

2. Public Participation

3. Appointments to Various Board and Commissions

4. Committee Reports

**PERSONNEL & ADMINISTRATION**

- A. Resolution #2016-42 - Authorizing the Township Manager to enter into an agreement with Alura Business Solutions for Information Technology infrastructure installation and managed services

**PUBLIC WORKS & ENGINEERING**

- B. Radwyn Apartments – Requesting a waiver from the Land Development Process
- C. Ordinance #2016-03 (**Adoption**) - Approval for the Stormwater Fund Capital Budget
- D. Motion to approve the proposal from National Lands Trust for services related to implementation of the trail system proposed along Darby Paoli Road
- E. Discussion on Sidewalks along Lancaster Avenue – Township Manager Zienkowski

**COMMUNITY DEVELOPMENT**

- F. Authorization to file a Complaint to remove unsafe structure at 228 Willow
- G. Ordinance #2016-04 – **(Introduction)** Amending Chapter 280 of the Radnor Code, Zoning Ordinance, Section 115.5 Municipal Services/Uses to clarify the use category contemplated by this Ordinance on lands owned, operated, leased and/or maintained by Radnor Township

**PUBLIC SAFETY**

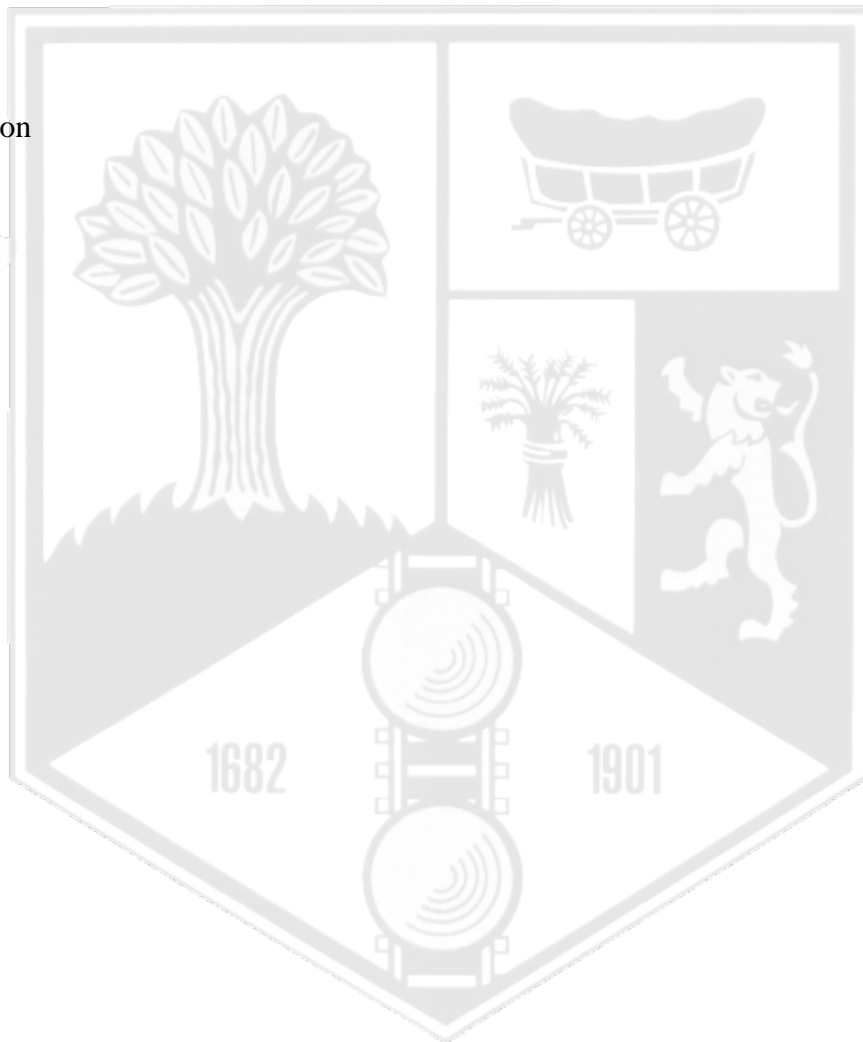
**FINANCE & AUDIT**

**PARKS & RECREATION**

**LIBRARY**

**PUBLIC HEALTH**

- Old Business
- New Business
- Public Participation
- Adjournment



**RADNOR TOWNSHIP**  
**DISBURSEMENTS SUMMARY**  
**March 14, 2016**

The table below summarizes the amount of disbursements made since the last public meeting held on February 22, 2016. 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://www.radnor.com/egov/apps/document/center.egov?path=browse&id=22>

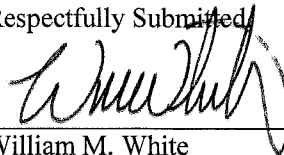
Fund (Fund Number)	2016-2C February 19, 2016	2016-2D February 26, 2016	2016-3A March 4, 2016	Total
General Fund (01)	453,195.44	155,754.58	81,542.92	\$690,492.94
Sewer Fund (02)	14,557.00	8,194.50	13,676.51	36,428.01
Liquid Fuels Fund (03)	0.00	11,734.73	29,408.14	41,142.87
Storm Sewer Management (04)	14,406.44	0.00	0.00	14,406.44
Capital Improvement Fund (05)	30,323.13	362.52	18,275.30	48,960.95
Police Pension Fund (07)	0.00	1,181.18	4,234.36	5,415.54
OPEB Fund (08)	134,541.67	0.00	38,403.77	172,945.44
Civilian Pension Fund (11)	0.00	972.98	724.58	1,697.56
Investigation Fund (12)	5,355.64	270.00	0.00	5,625.64
Comm. Shade Tree Fund (15)	0.00	3,340.00	0.00	3,340.00
Police K-9 Fund (17)	0.00	320.53	0.00	320.53
\$8 Million Settlement Fund (18)	0.00	3,650.00	0.00	3,650.00
The Willows Fund (23)	0.00	1,470.78	446.22	1,917.00
<b>Total Accounts Payable</b>				
<b>Disbursements</b>	<b>\$652,379.32</b>	<b>\$187,251.80</b>	<b>186,711.80</b>	<b>\$1,026,342.92</b>
<i>Electronic Disbursements</i>	n/a	n/a	n/a	834,300.00
<b>Grand Total</b>	<b>\$652,379.32</b>	<b>\$187,251.80</b>	<b>\$186,711.80</b>	<b>\$1,860,642.92</b>

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

The Administration has adopted various internal control and processing procedures to 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 March 28, 2016

Description	Account No.	Date	Purpose	Amount
Credit Card Revenue Fees - Estimated	Various Funds	3/10/2016	2/16 Credit Card Revenue Processing Fees	\$3,500.00 *
Payroll [Bi-Weekly] Transaction - Estimated	01-various	3/10/2016	Salaries and Payroll Taxes - General Fund	\$400,000.00
Payroll [Bi-Weekly] Transaction - Estimated	02-various	3/10/2016	Salaries and Payroll Taxes - Sewer Fund	\$15,000.00
Payroll [Bi-Weekly] Transaction - Estimated	17-various	3/10/2016	Salaries and Payroll Taxes - K-9 Fund	\$400.00
Payroll [Bi-Weekly] Transaction - Estimated	01-various	3/24/2016	Salaries and Payroll Taxes - General Fund	\$400,000.00
Payroll [Bi-Weekly] Transaction - Estimated	02-various	3/24/2016	Salaries and Payroll Taxes - Sewer Fund	\$15,000.00
Payroll [Bi-Weekly] Transaction - Estimated	17-various	3/24/2016	Salaries and Payroll Taxes - K-9 Fund	\$400.00
<b>Period Total</b>				<b>\$834,300.00</b>

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>
\$400,000.00	2/25/2016	Salaries and Payroll Taxes - General Fund	\$509,503.52
\$15,000.00	2/25/2016	Salaries and Payroll Taxes - Sewer Fund	\$13,681.34
\$400.00	2/25/2016	Salaries and Payroll Taxes - K-9 Fund	\$135.64
<b>\$415,400.00</b>			<b>\$523,320.50</b>
\$171,497.64	3/1/2016	Police Pension Payroll	\$171,497.64
\$133,705.79	3/1/2016	Civilian Pension Payroll	\$133,705.79
<b>\$305,203.43</b>			<b>\$305,203.43</b>

**RESOLUTION NO. 2016-32  
RADNOR TOWNSHIP**

**A RESOLUTION OF THE TOWNSHIP OF RADNOR, DELAWARE  
COUNTY, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING  
A SOCIAL MEDIA POLICY**

*WHEREAS*, The growing use of social media has provided the Township with the opportunity to create certain accounts in an effort to further engage stakeholders; and

*WHEREAS*, The Township Administration has worked with other municipalities and within each department to develop the attached Social Media Policy; and

*WHEREAS*, The Radnor Township Board of Commissioners desires to establish a uniform Social Media Policy to assist in distributing accurate and timely social media communications.

*NOW, THEREFORE*, it is hereby *RESOLVED* that the Radnor Township Board of Commissioners does hereby adopt the Social Media Policy attached hereto and incorporated herein as "*Exhibit A*."

RADNOR TOWNSHIP

By:

\_\_\_\_\_  
Name: James C. Higgins  
Title: President

ATTEST:

\_\_\_\_\_  
Name: Robert A. Zienkowski,  
Title: Township Manager / Secretary

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



**DATE:** March 7, 2016

**TO:** Board of Commissioners

**FROM:** William M. White, Director of Finance 

**LEGISLATION:** Resolution 2016-32 adopting the Township's Social Media policy

**PURPOSE AND EXPLANATION:** The Township wishes to have policies and procedures that provide its employees a framework in which to perform the duties of their job. Social Media has provided the Township with another medium to reach its customers and the Township drafted a social media policy to provide those employees who are responsible for updating / posting Township related content with the guidelines in which to follow.

**IMPLEMENTATION SCHEDULE:** Upon adoption, the attached Social Media policy will be implemented immediately for all Township employees.

**FISCAL IMPACT:** There is no fiscal impact to approving this policy

**RECOMMENDED ACTION:** The Administration respectfully recommends that the Board pass this resolution at the March 14, 2016 meeting.



# **Radnor Township**

# **Social Media Policy**

*Date Effective: March 15, 2016*

## **Social Media Policy Contents:**

**Section 1: Introduction**

**Section 2: Objectives**

**Section 3: Purpose**

**Section 4: Outline of Terms**

**Section 5: Definitions**

**Section 6: Application**

**Appendix 1: Social Media Profile Application**

**Appendix 2: Social Media Account User Application**



## **Section 1: Introduction**

The Social Media Policy establishes a Township-wide framework for procedures regarding the use of a Social Media Profile created for the purpose of disseminating information to the Radnor Township community. This policy addresses authorization, responsibilities and content guidelines for a Township-created Social Media Profile and is applicable to the Social Media Profile established by Radnor Township. This policy is not meant to address one particular form of social media, rather social media in general. Since advances in technology will occur and new tools will emerge.

The utilization of social media by the Township for the purpose of disseminating information will provide accurate and timely updates to the public, help build a sense of community and potentially engage new audiences. Radnor Township recognizes that this type of communication method is influenced by the growth and success of social media use by other local, state and federal government entities as an indication that social media may be used effectively to enhance the sharing of information with the public.

When managed effectively, social media is a useful tool to build and maintain strong relationships with the online community, advertise services, programs, events, and reach followers with valuable up to the minute news and emergency notifications. Along with its official website, [www.radnor.com](http://www.radnor.com), Radnor Township can utilize social media to convey information quickly to as many online community members as possible.

## **Section 2: Objectives**

The first objective of the Social Media Policy is to address the fast changing landscape of the internet and the way the public obtains information. Radnor Township intends to create accounts on Social Media Sites in order to reach a broader audience as quickly as possible. Radnor Township supports the use of Social Media Profiles to extend the reach of information and further meet the mission and goals of the Township.

The other objective of the Social Media Policy is to define the guidelines of Township Social Media Profiles including general procedures and procedures during emergency situations.

The objectives of a Township Social Media Profile must fall into three basic categories:

1. Provide time sensitive or emergency information as quickly as possible.
2. Provide information about basic Township services and upcoming events related to Township government.
3. Promote information about Radnor Township to the widest possible audience.

## **Section 3: Purpose**

The main purpose of the content provided within a Social Media Profile is to inform the public of issues, policies, projects, news, events and emergency situations of Radnor Township in terms of the government and its related departments. The Township Social Media Profile is not intended to be, or were established in any way to create a public forum. The Township Social Media Profile may supplement, but not replace the Township's required notices and standard methods of communicating information.

It is understood that the Social Media Policy may evolve as a natural by-product of the constantly changing industry and as new forms of social media are realized. Radnor Township may adapt to the newest uses and functions of available social media and these guidelines may evolve as they are being carried out. The Social Media Policy and its definitions are outlined for the purpose of guiding Radnor Township, assigned personnel, and its governing body (Board of Commissioners) throughout the implementation of its social media strategies and marketing. Broad guidelines are offered in this policy to serve as a framework for the use of Social Media Profiles within social media by Radnor Township.

## Section 4: Outline of Terms

Use of a Social Media Site shall conform to the policies contained herein:

### 1. *General Policy*

- 1.1. Radnor Township's official website at [www.radnor.com](http://www.radnor.com) will remain the Township's primary means of internet communication.
- 1.2. The Township Social Media Profile must be identified using a consistent, uniform item or verbiage to maintain the fact that it is an approved, official Township Social Media Profile and bear the name and/or official logo of the Township.
  - 1.2.1. In order to clearly identify an approved Township Social Media Profile, it must include the following statement where possible: "This profile is maintained by Radnor Township and complies with the approved Social Media Policy. This site may contain content including ads or hyperlinks placed by the Social Media Site's owners or their vendors, over which Radnor Township has no control. Their appearance does not indicate an endorsement or approval by Radnor Township. Radnor Township is not responsible for comments made by and posted by the public (should they occur) and if they are expressed on this site, they do not reflect the opinions of Radnor Township. Radnor Township Social Media Profiles are not intended to be, or were established in any way to create, a public forum. If this occurs against the control of Radnor Township, comments will be removed immediately and users may be blocked or the profile may be disabled."
- 1.3. The Township Social Media Profile shall link back to the Township's official website, as possible, for forms, documents, online services, and other information as necessary and as possible.
- 1.4. Participation in social media is on a voluntary, as needed basis at the will of the Township.
- 1.5. Department heads have the authority to determine and establish social media strategies and activities relative to each Department.
- 1.6. The Account Manager will make every effort to deactivate or disable the ability for the public to make comment within the Township Social Media Profile. The Township Social Media Profile shall be monitored regularly for risk of open forum and actions shall be taken if this occurs. The Account Manager will review profile activity and content for this type of unintended use. Copies of any content removed based on these guidelines must be retained by the Account Manager. Content must be promptly documented and include the time, date, identity or alias of the poster, and any other relevant information.
- 1.7. The Township Social Media Profile may contain content, including but not limited to, advertisements or hyperlinks placed by the Social Media Site's owners or their vendors, which the Township has no control over. Radnor Township and the Board of Commissioners do not endorse any hyperlink or advertisement placed on a Township Social Media Profile by the Social Media Site's owners or their vendors.
- 1.8. Radnor Township reserves the right to terminate any Township Social Media Profile at any time without notice.
- 1.9. The Account Manager is responsible for auditing use of social media by various departments and enforcing compliance with the Social Media Policy.
- 1.10. Violation of any policies or procedures as stated in this policy may result in the removal of the Township Social Media Profile from the host Social Media Site and may result in other forms of discipline as necessary.

### 2. *Registration of Accounts*

- 2.1. The Township Manager must approve the establishment of a proposed Township Social Media Profile.
  - 2.1.1. The established Social Media Profile must be registered through use of the Social Media Profile Application [see Appendix 1], which will be kept on file with the Account Manager following approval or denial. This information will be shared with other assigned Account Users as determined by the Township Manager.
- 2.2. The Account Manager who is authorized to monitor and update the Township Social Media Profile will do so on behalf of all Township Departments.
  - 2.2.1. The Account Manager must ensure the adherence to the Social Media Policy as related to the specific profile for appropriate use and message consistency with the goals of the Township and this policy.
  - 2.2.2. The Account Manager and/or any Account Users representing Radnor on the Township Social Media Profile must conduct him or herself at all times as a professional representative of the Township and in accordance with all policies acting in the best interests of the Township.
- 2.3. The responsibilities of the Account Manager include, but are not limited to:

- Ensuring the Social Media profile adheres to the Social Media Policy.
  - Establishing appropriate and relevant content.
  - Removal and monitoring of comments.
  - Blocking users if needed.
  - Deactivation of accounts as necessary.
- 2.4. The Township Social Media Profile must utilize authorized Township contact information for account set-up, monitoring, and access. The use of personal email accounts or phone numbers is not permitted for the purpose of setting up, monitoring, or accessing the Township Social Media Profile.
- 2.4.1. Password information shall be registered and recorded on the Social Media Profile Application and only shared with the Account Manager and/or additional Account Users. The account password shall be reset when an employee is no longer filling the role of Account Manager or Account User.
- 2.5. The Account Manager and/or any Account Users for the Township Social Media Profile shall review, be familiar with, and comply with the Social Media Site's use policies and terms and conditions.

### **3. Content Guidelines**

- 3.1. Each Township Department is responsible for establishing and maintaining content related to their Department and submitting the information to the Account Manager and/or Account Users to be posted within the Township Social Media Profile unless the Department has an Account User.
- 3.2. The Account Manager or Account User who is posting content to a Township Social Media Profile must not express his or her personal views or concerns. Postings on the Township Social Media Profile shall only reflect the specific communications of the Township. The Account Manager or Account User goals shall be in line with basic objectives outlined in this policy.
- 3.3. All content should be age appropriate.
- 3.4. Information, photos, videos, or other content that will reflect negatively on the Department or the Township is strictly prohibited.
- 3.5. The content of the Township Social Media Profile shall only pertain to Township-sponsored or Township-endorsed programs, services, events and/or notifications.
- 3.6. Postings to the Township Social Media Profile shall not contain any of the following:
- Comments in support of, or opposition to, political campaigns, candidates or ballot measures.
  - Profane language or content.
  - Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
  - Sexual content or links to sexual content.
  - Gambling or related content.
  - Conduct or encouragement of illegal activity.
  - Information that may compromise the safety or security of the public or public systems.
  - Solicitations of commerce (unless deemed as a benefit for Township sponsorship).
  - Content that violates a legal ownership interest of another property.
- 3.7. Radnor Township reserves the right to restrict or remove any content, block communication(s) and/or users and disable/terminate a Social Media Profile at any time that is deemed in violation of this Social Media Policy.

### **4. Emergency Management**

- 4.1. During times of emergency situations and only when the Township Emergency Operations Center is officially active, the Public Information Officer will be granted temporary access to the Township's Social Media Profiles.
- 4.2. The Account Manager and/or Account Users will not be allowed to post anything on any Social Media Profile.
- 4.3. The Public Information Officer will coordinate and report to the Incident Commander according to Emergency Operations Policy and procedures.
- 4.4. The Account Manager will temporarily change the password on all active Social Media Accounts and supply the information needed to the Incident Commander.
- 4.5. The content of posts from the Public Information Officer will only pertain to the current emergency incident.
- 4.6. The Public Information Officer will be held to the same guidelines as the Account Manager set forth in the Township Social Media Policy.

- 4.7. Upon official deactivation of the Emergency Operation Center, the Account Manager will be notified by the Incident Commander.
- 4.8. The Account Manager will then change the passwords on all active Social Media Accounts back to original status and the Social Media Profiles will resume under normal operating procedures.

## **Section 5: Definitions**

**Social Media** – A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to: social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo- and video sharing sites (Flickr, YouTube, Snapchat), wikis (Wikipedia), blogs and news sites (Digg, Reddit).

**Social Media Site** – In general, a website created for the purpose of publishing, sharing content, and interacting online with others – please note a Township Social Media Profile, created within Social Media Sites are not intended to be, or will be established in any way to create an interactive or public forum. Social Media Sites allow users to create profiles and share information with others who access the profile.

**Township Social Media Profile** – The Social Media Profile that the Township establishes and maintains within a Social Media Site. The Township has full control over all postings, content, links and information with the exception of advertisements or hyperlinks posted by the Social Media Site owners, vendors, or partners as a means of advertising products and services unrelated to the Township. Radnor Township is not responsible for their appearance and they do not indicate an endorsement or approval by Radnor Township.

**Account Manager** – The Cable, Web & Communications Coordinator of Radnor Township will serve as the Account Manager, the designated publisher and manager of every Township Social Media Profile. This Account Manager, on behalf of all Township Departments, will establish and maintain each Social Media Profile. Township Departments are responsible for submitting information to the Account Manager to be added to the Social Media Profile. The Account Manager is responsible for the updating and monitoring of the Social Media Profile and ensuring the Social Media Site adherence to the Social Media Policy and all other assigned responsibilities.

**Account Users** – Additional Account Users may be assigned for updating and posting to a Social Media Profile if the Social Media Site allows. If the Social Media Site allows only one user, that user will always be the Account Manager. Township Departments will recommend Account Users to the Account Manager. The Account Manager will train and qualify every Account User. The Account User will be added to the Social Media Site upon final approval of the Township Manager. Account Users will be responsible for publishing and managing each Township Social Media Profile the Account User is assigned to, in cooperation with the Account Manager.

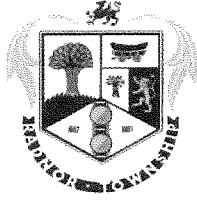
**Page** – The specific portion of a Social Media Site where content is displayed and managed by the Account Manager or Account Users.

**Posts** – Information, articles, pictures, videos, notifications or any other form of content published within the Township Social Media Profile. Terms from each Social Media Site may vary. These include, but are not limited to: Post, Text, Tweet, Update or Publish.

## **Section 6: Application**

It is understood only one Social Media Profile within a Social Media Site will represent Radnor Township and be inclusive of all departments. The Social Media Policy applies to all Township personnel and appointees performing business on behalf of the Township.

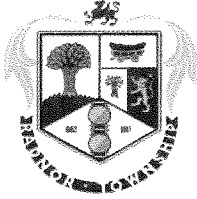
# **Appendix 1: Social Media Profile Application**



## Radnor Township Social Media Profile Application

Account Information		
Social Media Site (e.g., Facebook):	Social Media Profile:	
User Name:	Password:	
Reason to Implement:		
Agreement and Signature		
Account Manager:		
Printed Name	Signature	Date
<i>I have read and understand the Social Media Policy for Radnor Township and will follow the policy while administering the Social Media Profile for which this form makes me the approved Account Manager. I recognize that I will be held responsible for content posted that is not in agreement with this policy.</i>		
Authorization		
Approved by Township Manager:		
_____	Signature	Date
For Use by Account Manager		
Date Opened: _____	Date Closed: _____	
Reason for Closure:		

# **Appendix 2: Social Media Account User Application**



## Radnor Township Social Media Account User Application

Account Information	
Social Media Site (e.g., Facebook):	Social Media Profile:
User Name:	Password:
Agreement and Signature	
Department Head:	
_____	_____
Printed Name	Signature
	Date
Account User:	
_____	_____
Printed Name	Signature
	Date
<i>I have read and understand the Social Media Policy for Radnor Township and will follow the policy while administering the Social Media Profile for which this form makes me the approved Account User.</i>	
<i>I recognize that I will be held responsible for content posted that is not in agreement with this policy.</i>	
Authorization	
Approved by Township Manager:	
_____	_____
	Signature
	Date
For Use by Account Manager	
Date Opened:	Date Closed: _____
Reason for Closure: _____	



# CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board  
Radnor Township, Pennsylvania



<b>NAME OF OWNER:</b>	CONNOR NATHANIEL W & ELIZABETH
<b>OWNER ADDRESS:</b>	205 MIDLAND AVE, WAYNE, PA 19087
<b>ADDRESS OF PROPERTY:</b>	205 MIDLAND AV , WAYNE PA 19087
<b>APPLICATION NUMBER:</b>	HARB-2016-05

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

**Enclose rear porch as family room. Connect kitchen to family room with room along rear wall of home. Create a second/1/2 third floor over kitchen. Rework finish details of front of home.**

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

## NOTES AND/OR CONDITIONS OF APPROVAL:

Approved with the following conditions: 1) The architectural design features at the front of the house are replicated but they'll be replicated in the dormers on the third floor; 2) second floor windows will remain the same; 3) the roof line will be straight across without the pitches but those pitches will be duplicated on the third floor in the former of dormers; 4) the front door overhang will remain the same but they can take a bit off of how far it comes down on the sides; 5) all of the alterations in the rear of the home are approved.

**ISSUED:** Monday, March 14, 2016

**TOWNSHIP OFFICIAL**

**ACCEPTED BY APPLICANT**

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James C. Higgins, President

**TOWNSHIP OF RADNOR**  
**Minutes of the Meeting of February 8, 2016**

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

**Commissioners Present**

*James C. Higgins, President    Luke Clark, Vice President    Elaine Schaefer  
John Nagle    Donald Curley    Richard F. Booker    Philip Ahr*

**Also Present:** *Robert A. Zienkowski, Township Manager; John Rice, Township Solicitor; William White, Finance Director; Kevin Kochanski, Director of Community Development; Steve Norcini, Director of Public Works; William Colarulo, Superintendent of Police; Tammy Cohen, Director of Community Programming and Recreation; Roger Philips, Township Engineer; Amy Kaminski, Traffic Engineer and Jennifer DeStefano, Executive Assistant to the Township Manager.*

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

*Notice of Executive Session on February 8, 2016*

All commissioners were in attendance at the February 8, 2016 executive session; where matters of personnel and litigation were discussed.

*1. 2015 Skunk Hollow Garden Annual Report*

Sara Pilling, Garrett Ave - Garden Coordinator for Skunk Hollow, presented the 2015 Skunk Hollow Garden Annual Report. Copies are available at the Township Building. The garden worked directly with loaves and fishes this year and gave \$3,854 worth of vegetables. The Commissioners thanked her as well as Katrina Ogilvie for their contributions.

*2. Appointments to Various Boards and Commissions*

Commissioner Ahr made a motion to appoint Sarah Oaks to the HARB; and Jane Galli and Rick Leonardi to the Villanova Project Communication & Review Committee, seconded by Commissioner Schaefer. Motion passed 7-0.

*3. Resolution #2016-27 – Observation of Black History Month*

Superintendent of Police William Colarulo gave a brief background on the observation of Black History Month.

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

*4. Video Tribute to Emlen Tunnell*

Tammy Cohen introduced a video that was produced about Emlen Tunnell. The video is available on the Township website at: [www.radnor.com](http://www.radnor.com)

*5. Consent Agenda*

- a) Disbursement Review and Approval: 2016-1B; 2016-1C; 2016-1D
- b) Staff Traffic Committee Meeting Minutes - January 20, 2016
- c) Resolution #2016-23 - Authorizing Radnor Township to Declare a State of Local Emergency within Radnor Township
- d) Resolution #2016-28 - Amending Resolution 2016-01 dated January 4, 2016 in order to transfer \$3,000.00 from the 2016 Police Capital Fund designated for the purchase of police bicycles to the purchase of new vehicles for the Patrol Division
  - e) Consideration of a Motion to Approve the Certificate of Appropriateness:
    - HARB-2016-03 – 423 St David’s Road - Amend prior HARB approval (HARB-2015-21) to enlarge the enclosed first floor porch to 10’ x 20’

Commissioner Curley made a motion to approve, seconded by Commissioner Schaefer. Motion passed 7-0.

6. Public Participation

None

7. Committee Reports

**PARKS & RECREATION**

A. Discussion and Direction by the Board of Commissioners on the Willows Mansion

Mr. Zienkowski, Township Manager, gave an in depth history of the steps that have been taken over the past few years as well as recently with St. David's Nursery School and the future of the Willows Mansion. Administration has asked for the Board to allow staff to come back at the March 14, 2016 Board of Commissioners meeting after more due diligence has been completed. Wade McDevitt, Representing St. David’s School, briefly commented on the school’s position.

Public Comment

Joe Reiser, Inveraray HOA Association President – He commented in regards to the concerns the residents of Inveraray have with St. David’s Nursery School at the Willows Mansion.

Leslie Morgan, Farm Road – She commented with her concerns of St. David's School occupying the Willows Mansion.

Sandy MacAlean, Inveraray – She commented in regards to potential safety issues with the school at the Willows Mansion.

Carolyn Makov, Ravenscliff – She urged the Board to move forward and approve the school to occupy the Willows Mansion.

Anthony Spatoko, Inveraray – He inquired on what benefit the mansion is to the Township.

Carey Pratt, Maplewood Ave – Her children attend the current location of St. David’s School and commented in regards to the staggered pickups of the children and that there is not a traffic issue and she is in support of the school.

Pam, Meadowwood Road – She is in support of the school occupying the Willows Mansion.

Joe Lawson, Parkes Run Lane – He is in support of the school at the Willows Mansion.

Barbara Alleva, Inveraray – She is not in support of the school at the Willows Mansion.

Wendy McDevitt – She is in favor of the school at the Willows Mansion.

Amy Calabrese - She is in support of the school at the Willows Mansion and would like the traffic issue at Inveraray separated from the decision for the school at the mansion.

Jennifer Stoudt, W. Wayne Ave. – She is in support of the school at the Willows Mansion.

Jack Kelly, Inveraray – He is not in support.

Georgette McCaully, Inveraray – She commented in regards to how the use of the park will be fundamentally changed by allowing the school at the Mansion.

Heather Hickey - She is in support of the school at the Willows Mansion.

Whitney, Kinterra Rd – She is in favor of the school at the Willows Mansion.

Brookes – He is in favor of the school at the Willows Mansion.

Noreen Hyatt, Brooke Road – She is in support of the school at the Willows Mansion.

Kevin Duffy, Inveraray – He commented in regards to the due diligence that is needed before proceeding forward.

Charlie - He commented in regards to his support of the school and the traffic

Michelle Young, County Line Rd – She is in support of the school.

Richard Hudak, Radnor Way – He commented in regards to his support of the school at the Willows Mansion.

Staff will complete due diligence over the project and report back the Board of Commissioners at their March 14<sup>th</sup> meeting to make a presentation along with

There was a discussion amongst the Commissioners and they discussed each of their pros and cons of the future of St. David's Nursery School at the Willows Mansion.

### **PUBLIC WORKS & ENGINEERING**

#### **B. Ordinance #2016-03 (Introduction) - Approval for the Stormwater Fund Capital Budget**

Paul Burgmayer, Stormwater Advisory Committee, made a brief presentation which can be found on the Township website at: <http://radnor.com/219/Stormwater>. There was a brief discussion amongst the Commissioners, staff and representatives of the Stormwater Committee.

Commissioner Nagle made a motion to introduce, seconded by Commissioners Schaefer. Motion passed 6-1 with Commissioner Booker opposed.

*C. Resolution #2016-16 - Amending Resolution 2015-58, Establishing a Stormwater Facility Rebate Program*

Commissioner Ahr made a motion to approve, seconded by Commissioner Schaefer. Motion passed 7-0.

**PERSONNEL & ADMINISTRATION**

*D. Ordinance #2016-02 (Introduction) - Approving the Agreement of Sale by and between Radnor Township and 240 Radnor Chester Road Investment, LP for a Property Located at 240 Radnor Chester Road*

Commissioner Ahr made a motion to introduce, seconded by Commissioner Higgins.

John Rice, Township Solicitor, gave a brief background of the lot that is proposed in the agreement of sale. Mr. Rice commented that there is one mini typographical error in paragraph 4 on the first line that references 4.1 and it should be 5.1. There was a brief discussion for clarity of the ordinance.

Commissioner Higgins called the vote, motion passed 6-1 with Commissioner Booker opposed.

**PUBLIC SAFETY**

None

**COMMUNITY DEVELOPMENT**

None

**FINANCE & AUDIT**

There was a brief overview given of items discussed at the CARFAC meeting held on February 3, 2016.

**LIBRARY**

None

**PUBLIC HEALTH**

None

Old Business

None

New Business

None

Public Participation

Jane Galli, Barcladen Road – She inquired on a few items in the Willows such as Asbestos, lead paint, knob and tube wiring, etc.

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

*Respectfully submitted,*

*Jennifer DeStefano*

**TOWNSHIP OF RADNOR**  
**Minutes of the Meeting of February 22, 2016**

The Radnor Township Board of Commissioners met at approximately 6:45 PM in the Radnorshire Room in the Radnor Township Municipal Building, 301 Iven Avenue, Wayne, PA 19087

**Commissioners Present**

James C. Higgins, President      Luke Clark, Vice President      Elaine Schaefer  
Donald Curley                      Richard F. Booker                      Philip Ahr

**Absent - John Nagle**

**Also Present:** Robert A. Zienkowski, Township Manager; John Rice, Township Solicitor; William Colarulo, Superintendent of Police; Tammy Cohen, Director of Community Programming and Recreation; Roger Philips, Township Engineer and Jennifer DeStefano, Executive Assistant to the Township Manager.

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

Notice of Executive Session on February 22, 2016

All commissioners with the exception of Commissioner Nagle were in attendance at the February 22, 2016 executive session; where matters of personnel, real estate and litigation were discussed.

1. Recognition of The Radnor Hotel for their sponsorship and support of the 5<sup>th</sup> Annual Daddy Daughter Valentine's Dance

Tammy Cohen, Director of Recreation and Community Programming, presented the Radnor Hotel with a plaque for their sponsorship and support for the Annual Daddy Daughter Dance.

2. Consent Agenda

a) Disbursement Review and Approval: 2016-02A, 2016-02B

b) Acceptance of Department Monthly Reports

c) Approval of minutes for the Board of Commissioners meeting of January 25, 2016

d) Resolution #2016-30 - Authorizing the Township to Approve an Agreement with Hill Top Preparatory School for Gymnasium Usage for the 2015-2016 Winter Season for the Radnor Youth Basketball Program

e) Resolution #2016-26 - Authorization to Purchase One New Solid Waste Packer Truck, One New Sewer Dump Truck, One 14'x29' Garage Bay Door

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

1. Public Participation

Leslie Morgan, Farm Road – She commented in regards to the future of the Willows and also commented that she would like to see other bids received for the purchase of the Willows along with hers that has been submitted.

2. Committee Reports

**PUBLIC WORKS & ENGINEERING**

A. Resolution #2016-25 - Authorizing CH2M to Perform a Township Wide Watershed Analysis

Dan Wible discussed that at the February 11, 2016 regularly scheduled Stormwater Management Advisory Committee (SWMAC) Meeting, the SWMAC unanimously voted to recommend to the Board of Commissioners to authorize CH2M to prepare a Township Wide Watershed Analysis. The proposal prepared by CH2M is broken down into the following tasks:

1. Identification of Flood Risk Locations in Radnor Township	\$22,169
2. Data Gap Analysis and Collection	\$43,834
3. Enhanced Flood Modeling (Existing Conditions)	\$70,876
4. Identification and Modeling of Conceptual Flood Mitigation Solutions	\$94,998
5. Prioritization of Conceptual Flood Mitigation Projects	\$16,526
6. Project Management/Administration	\$9,704
<b>TOTAL PROJECT COST</b>	<b>\$258,107</b>

There was an in depth discussion amongst the Commissioners, Dan Wible and Staff in regards to the need to complete each of the tasks.

Commissioner Booker made a motion to remove task 1 from the above list, seconded by Commissioner Curley.

Public Comment

Tim Sass – He inquired if the studies would become static and would like to see them not.

Commissioner Higgins called the vote on Commissioner Booker motion above, motion failed 2-4 with Commissioners Clark, Higgins, Ahr and Schaefer opposed and Commissioner Nagle absent.

Commissioner Curley made a motion to approve with the amendment that the Township has ownership of the model(s) that are produced, seconded by Commissioner Booker. Motion passed 6-0 with Commissioner Nagle absent.

Commissioner Higgins made a motion to approve as amended, seconded by Commissioner Ahr. Motion passed 5-1 with Commissioner Booker opposed and Commissioner Nagle absent.

B. 215 Midland Avenue – Requesting a waiver for §245-22 of the Stormwater Management Ordinance

Elizabeth Springer representing the applicant is requesting a waiver of §245-22 of the Township’s Stormwater Management Ordinance. The applicant has performed infiltration tests at two locations on the site. Both of the test holes yielded a percolation rate of zero in. /hr. The applicant has made provisions for the installation of perforated piping within two dry well beds that are located in the front and rear yards of the property. Any potential overflow from the beds will be through perforated observation wells at grade. The pipe/bed systems are proposed to address the volume management requirements due to the lack of

percolation at the site. The systems have been sized to accommodate the required volume from the proposed impervious surface.

There was a brief discussion amongst the Commissioners, staff and the applicant in regards to the request for the waiver.

Commissioner Booker made a motion to deny the waiver, the motion failed for lack of a second.

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

C. Resolution #2016-24 - Authorization to Contract with JJ White, Incorporated, for HVAC Preventive Maintenance and Repair Services for the Municipal Building, Radnor Activity Center (Sulpizio Gymnasium), and Public Works Facility

Commissioner Higgins made a motion to approve, seconded by Commissioner Ahr. Motion passed 6-0 with Commissioner Nagle absent.

**PERSONNEL & ADMINISTRATION**

D. Ordinance #2016-02 (Adoption) - Approving the Agreement of Sale by and between Radnor Township and 240 Radnor Chester Road Investment, LP for a Property Located at 240 Radnor Chester Road

Commissioner Ahr made a motion to adopt the ordinance, seconded by Commissioner Clark.

John Rice gave a brief background of the ordinance and the agreement of sale. Commissioner Booker commented in regards to an abutting property at 250 Radnor Chester Road.

Commissioner Higgins called the vote, motion passed 5-1 with Commissioner Booker opposed and Commissioner Nagle absent.

**PUBLIC SAFETY**

E. Resolution #2016-29 - Approving Tommy's Main Line Towing and Sadleir's Automotive to serve as primary towers for Radnor Township

Commissioner Schaefer made a motion to approve, seconded by Commissioner Curley.

Superintendent of Police, William Colarulo made a brief comment that all requirements have been met. Commissioner Higgins called the vote, motion passed 6-0 with Commissioner Nagle absent.

Commissioner Ahr gave a brief recap of the Villanova CARE meeting that was held on February 18, 2016. He also announced that the next meeting is scheduled for March 3, 2016 at 6:30 on the 2<sup>nd</sup> Floor of the Township Building.

**COMMUNITY DEVELOPMENT**

None



**PARKS & RECREATION**

Commissioner Higgins and Greg Prichard, Radnor Historical Society, briefly spoke about the need for an ordinance to preserve historical buildings in Radnor Township as well as possible revisions to the current HARB ordinance. There was a brief discussion of the needs/wants to proceed forward. There was agreement amongst the Board for Greg to proceed forward and bring a list back to the Board.

**FINANCE & AUDIT**

Commissioner Ahr reviewed the discussions that were taken at the CARFAC meeting last week.

**LIBRARY**

Commissioner Booker commented that there was a meeting on February 18, 2016 and the Library is moving forward with the plans for renovations and expansion. Hopefully on March 28<sup>th</sup> the Board will see the plans.

**PUBLIC HEALTH**

None

**Old Business**

None

**New Business**

None

**Public Participation**

None

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

*Respectfully submitted,*

*Jennifer DeStefano*



*Excellence Delivered As Promised*

**Date:** March 8, 2016

**To:** Radnor Township Board of Commissioners

**From:** Roger Phillips, PE

**cc:** Robert Zienkowski – Township Manager  
Stephen Norcini, P.E. – Director of Public Works  
Kevin W. Kochanski, RLA, CZO – Director of Community Development  
John Rice, Esq – Grim, Biehn, and Thatcher  
Amy Kaminski, PE – Gilmore and Assoc.  
Steve Gabriel - Rettew

**RE:** 302 Orchard Way  
Grading Permit Application

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The applicant is requesting a waiver of §245-22 of the Townships Stormwater Management Ordinance which requires the maximizing of the ground water recharge capacity of the area being developed.

The applicant has performed infiltration tests at three locations on the site. All three test locations indicate evidence of a high water table as shallow as 12-inches from grade, and therefore testing could not be completed under PA DEP recommended guidelines. As a result, the applicant has made provisions for the installation of a rain garden that will be located at the southwest section of the site. The rain garden will provide detention by slowly releasing runoff through an 8" dome riser that discharges to a level spreader. The rain garden has been sized to address the volume management requirements due to the lack of infiltration at the site. Additionally, this design will meet the rate control requirements.

If you have any questions or require any additional information, please contact me.

Very truly yours,

GANNETT FLEMING, INC.

A handwritten signature in black ink, appearing to read "R. Phillips", enclosed within a hand-drawn oval.

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



# SITE ENGINEERING CONCEPTS, LLC

Consulting Engineering and Land Development Services

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24 February 2016

Board of Commissioners  
Radnor Township  
301 Iven Avenue  
Wayne, PA 19087

Re: Section 245-22 , Groundwater Recharge Waiver  
GP 16-07, 302 Orchard Way

Dear Members of the Board:

The Hederick Family respectfully requests a waiver from Section 245-22 of the Township Code requiring groundwater recharge for projects adding new or replacement impervious coverage greater than 500 square feet. As detailed in this request letter, the minimum infiltration requirement of 0.50 inches cannot be achieved and a waiver is sought from the Township in accordance with Section 245-22.A(2)(c)[2].

The Hederick Family lives at 302 Orchard Way. They are proposing to remove 110 square feet of existing patio and porches to construct a 1,399 square foot home addition and 238 square foot patio. The new and replacement impervious coverage proposed is 1,637 square feet. The project has received conditional approval from the Shade Tree Commission and has been revised in response to the initial engineering review.

The Hedericks contracted Mr. Kevin Sech, P.G., P.E., of HILBEC Engineering, to conduct a soil investigation of the property, as required by Section 245-22. Mr. Sech evaluated three potential stormwater management areas beginning at the lowest point of the property and moving upslope. All test pits were similar. Each test pit exhibited redoxymorphic features indicative of a high water table as shallow as 12 inches from grade. Mr. Sech concluded no permeability testing could be conducted per PA DEP guidance due to the shallow depth of the observed water.

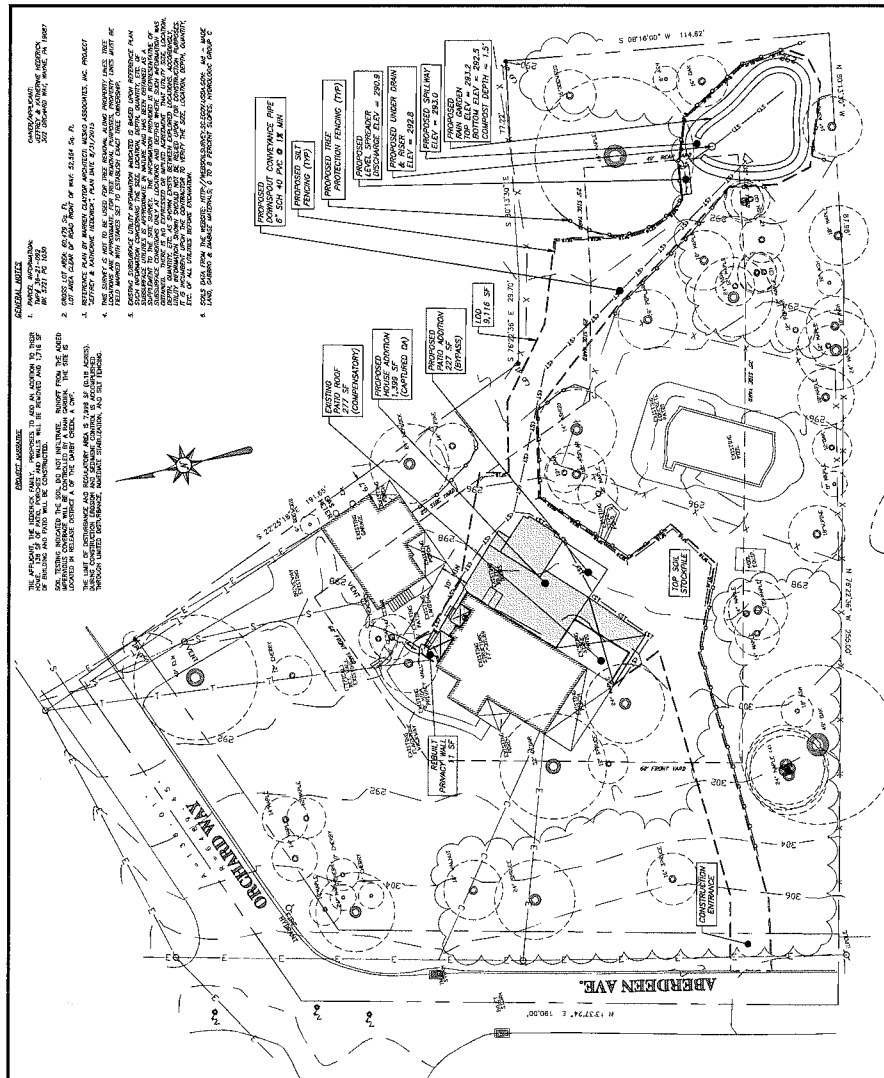
In lieu of infiltration facilities, the stormwater management design proposes a rain garden to manage post development runoff peaks and provide water quality benefits. The proposed rain garden will provide detention within the bermed area, slowly releasing the runoff via a 8" dome riser and level spreader. Water quality benefits are provided by the retention volume below the riser elevation and within the compost medium. Please refer to the attached engineering plans for Grading Permit Application GP 16-07.

Should the Township have any questions or require additional information to process the Hedericks' request, please contact me at [pspellman@site-engineers.com](mailto:pspellman@site-engineers.com) or 610.523.9002.

Sincerely,



Patrick Spellman, P.E.

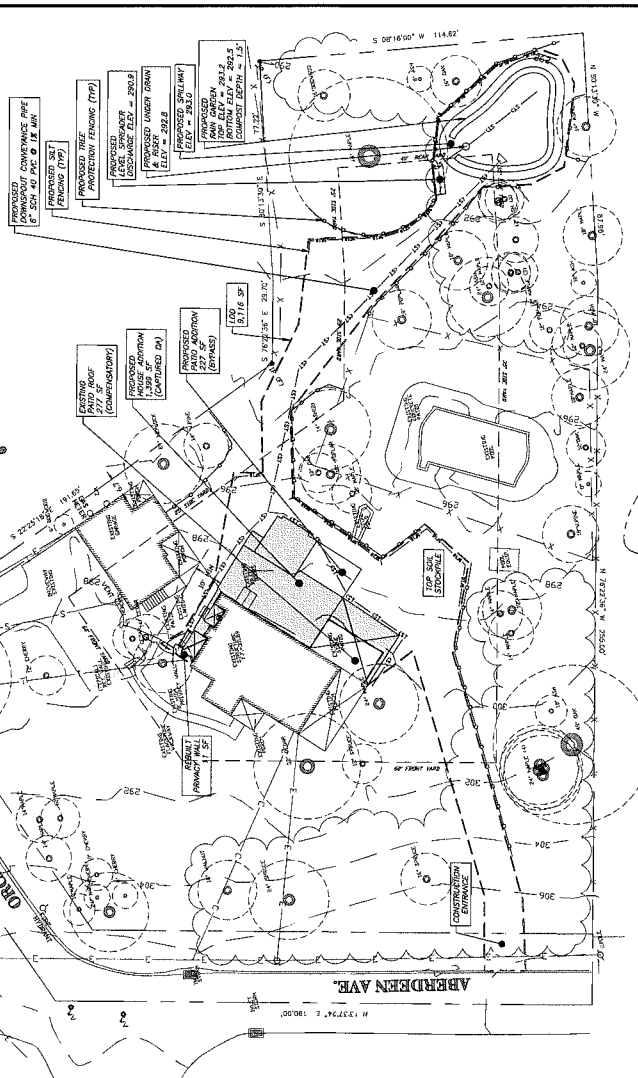
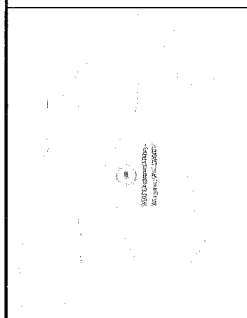


**GENERAL NOTES:**

1. THE APPROVED PLAN IS THE BASIS FOR THE PERMIT. ANY CHANGES TO THE PERMIT MUST BE APPROVED BY THE TOWNSHIP ENGINEER BEFORE CONSTRUCTION.
2. THE PERMIT IS VALID FOR 180 DAYS FROM THE DATE OF ISSUANCE. IF THE PERMIT IS NOT USED WITHIN THIS PERIOD, IT WILL BE DEEMED VOID.
3. THE PERMIT IS VALID FOR ONE YEAR FROM THE DATE OF ISSUANCE. IF THE PERMIT IS NOT USED WITHIN THIS PERIOD, IT WILL BE DEEMED VOID.
4. THE PERMIT IS VALID FOR ONE YEAR FROM THE DATE OF ISSUANCE. IF THE PERMIT IS NOT USED WITHIN THIS PERIOD, IT WILL BE DEEMED VOID.

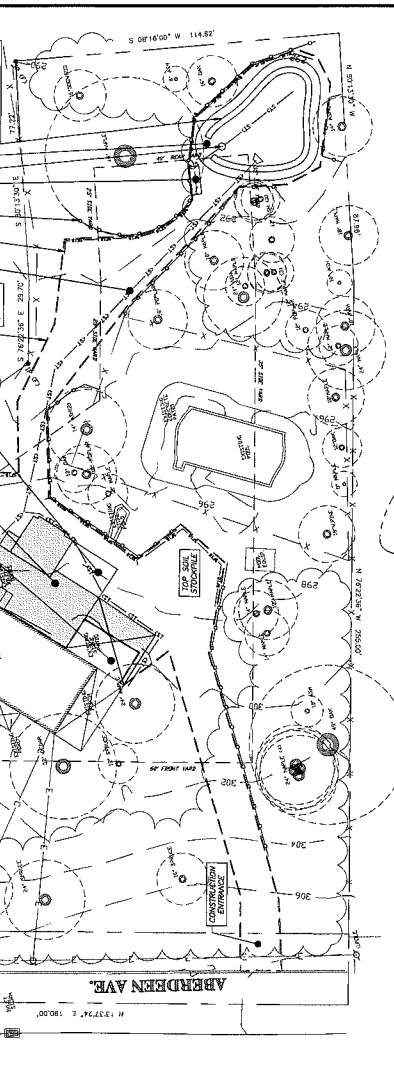
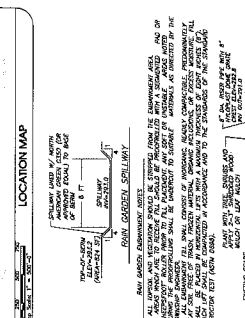
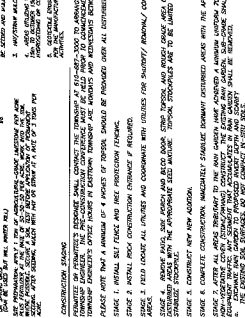
**CONSTRUCTION NOTES:**

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TOWNSHIP ENGINEER'S REQUIREMENTS.
2. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TOWNSHIP ENGINEER'S REQUIREMENTS.
3. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE TOWNSHIP ENGINEER'S REQUIREMENTS.
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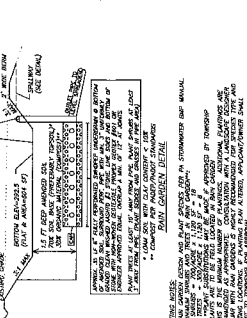
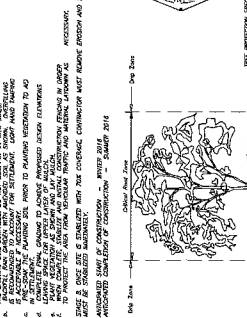
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**CONSTRUCTION NOTES:**

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**ZONING SUMMARY**

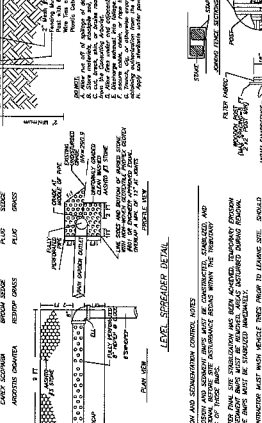
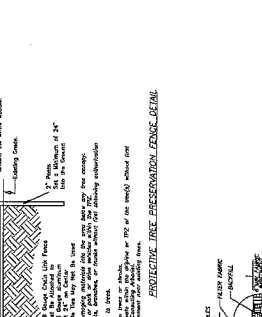
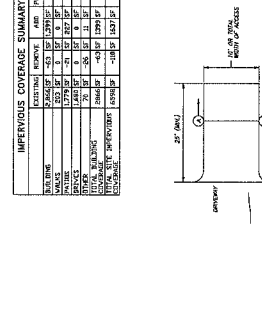
EXISTING	PROPOSED
RESIDENTIAL	RESIDENTIAL
...	...

**INTERVIEWS COVERED SUMMARY**

NO.	DATE	BY	REMARKS
1	...	...	...
2	...	...	...

**PLAN LEGEND**

SYMBOL	DESCRIPTION
---	EXISTING DRIVEWAY
---	PROPOSED DRIVEWAY
---	EXISTING SIDEWALK
---	PROPOSED SIDEWALK



**PERMIT PLAN HOUSE ADDITION**

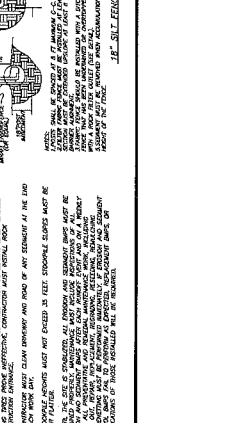
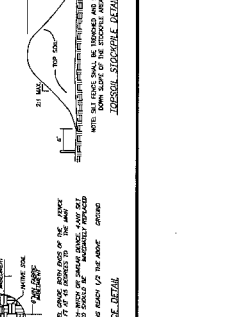
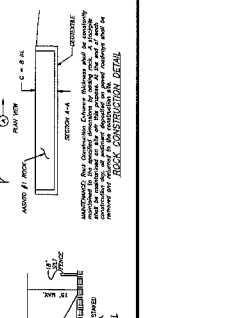
THE HEDRICK RESIDENCE  
302 ORCHARD WAY  
WAYNE, PA 19087

**DESIGN ENGINEER'S CERTIFICATION**

I, the undersigned, being a duly licensed Professional Engineer in the State of Pennsylvania, do hereby certify that the above is a true and correct copy of the original as shown to me by the applicant.

**CONTRACTOR'S CERTIFICATION**

I, the undersigned, being a duly licensed Professional Engineer in the State of Pennsylvania, do hereby certify that the above is a true and correct copy of the original as shown to me by the applicant.



**RESOLUTION NO. 2016-33**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE  
COUNTY, PENNSYLVANIA, AUTHORIZING KIMMEL -  
BOGRETTE ARCHITECTURE AND SITE,  
INCORPORATED, TO PROVIDE PROFESSIONAL  
DESIGN SERVICES FOR FENIMORE WOODS MASTER  
PLAN AND IMPLEMENTATION**

**WHEREAS**, the Township wishes to upgrade Fenimore Woods with amenities including, but not limited to: a new playground, restrooms, pavilion, paths, bridges, and parking

**WHEREAS**, Kimmel Bogrette Architecture and Site, Incorporated, have submitted a cost proposal to perform professional design services to provide bidding and construction documents to install said amenities

**NOW, THEREFORE**, be it **RESOLVED** by the Board of Commissioners of Radnor Township does hereby authorize Kimmel - Bogrette Architecture and Site, Incorporated, to Provide Professional Design Services Fenimore Woods Master Plan and Implementation for the cost of \$203,800.

**SO RESOLVED** this 14<sup>th</sup> day of March, A.D., 2016

**RADNOR TOWNSHIP**

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

Name: James C. Higgins

Title: President

ATTEST:

\_\_\_\_\_  
Robert A. Zienkowski  
Manager/Secretary

# Radnor Township

## PROPOSED LEGISLATION

**DATE:** March 8<sup>th</sup>, 2016

**TO:** Radnor Township Board of Commissioners

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

**CC:** Robert A. Zienkowski, Township Manager  
Tammy Cohen, Director of Recreation and Community Programming  
William R. White, Finance Director

**LEGISLATION:** Resolution #2016-33: Authorizing Kimmel - Bogrette Architecture and Site, Incorporated, to Provide Professional Design Services Fenimore Woods Master Plan and Implementation

---

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

**PURPOSE AND EXPLANATION:** Kimmel - Bogrette Architecture and Site, Incorporated has submitted a cost proposal to provide professional design services for the Master Plan and Implementation at Fenimore Woods. The following is a brief summary of the services that will be provided by Kimmel Bogrette Architecture and Site, Incorporated (please see attached proposal for the full scope):

- Permitting (DEP, DCCD, HOP, RT GP, NPDES if req'd)
- Boundary survey and topo
- Incorporation of Township designed and purchased play ground
- Incorporation of chosen Township specified pavilion
- Design of one rest room
- Incorporation of Township specified composting restroom
- Detailed bidding documents
- Bidding Assistance
- Construction Administration
- Fencing
- New bridge at the parking lot by the pond
- New foot bridge by the weir
- Parking layout
- Building demolition
- Stormwater Management
- Detailed construction documents

In summary, Kimmel Bogrette Architecture and Site, Incorporated will provide all necessary services, including public meetings, and Board meetings, to provide detailed code compliant drawings for bidding and construction. As part of this, an estimated probable cost of construction will also be provided based on the Township's final chosen design.

**IMPLEMENTATION SCHEDULE:** If approved by the Board of Commissioners, the contract will be executed immediately.

**FISCAL IMPACT:** The Township's cost is \$203,800. There are deducts if certain work is not required, but I wanted to make sure we have complete scope. This project will be funded from the Park Bonds.

**RECOMMENDED ACTION:** *I respectfully request the Board of Commissioners award the Fenimore Woods Professional Design Services Contract to Kimmel-Bogrette Architects and Site, Incorporated, in the amount of \$203,800.*

**MOVEMENT OF LEGISLATION:** It is being requested the Board of Commissioners approve the attached resolution.

Martin D. Kimmel, AIA, NCARB

James F. Bogrette, AIA

**KIMMEL BOGRETTE**

Architecture + Site



Mr. Stephen F. Norcini  
Director of Public Works  
Radnor Township

March 07, 2016

RE: Fenimore Woods Park Master Plan and Implementation

Dear Steve,

It is always a pleasure to work with you, Bob, Tammy, and the Radnor Team. Following is our proposal to meet your requested scope for improvements to Fenimore Woods Park.

### **Project Understanding**

- The following proposal outlines the steps for civil, landscape, architectural, structural and MEP engineering services from design, through construction contract administration. This scope of work is for full design services for the complete project based on your notes below.
- Anticipated permits include the following:
  - GPII – to replace the existing footbridge and walk over at Dam outfall.
  - GP3 – to upgrade the bridge crossing for the new road crossing to the pavilion
  - HOP – includes new entrance location & revisions to existing entrance on K of P road.
  - Radnor Township Grading Permit
  - NPDES – As required if work area exceeds 1 acre disturbance
    - *Note: A Fee credit has been included below if NPDES submission is not required.*
  - Township Building Permits
- Stormwater management review is anticipated on a Township level, but a full land development review is not anticipated as part of this proposal.
  - *Note: A Fee credit has been included below if Township submission is not required.*
- The topographic and boundary survey will be prepared by Edward B. Walsh and Associates will be used as the base survey for the proposed drawings.

**Project requirements:** As per your request, the project is limited to the design and engineering services required to include the following elements that are excerpted from your project request as follows:

- All permits (including, but not limited to: DEP, DCCD, Penn DOT HOP, RT grading permit, etc.). The successful bidder will be required to obtain Radnor Township building permits; your plans must be detailed enough for them to do so.

- Any necessary survey and topo (It may be too costly to perform a topo of the entire park, but that would be preferred. At a minimum, provide a boundary survey as well as any topo necessary for the restrooms, parking expansion, level playground, etc.)
- Demo existing pavilion (*testing for asbestos is included in costs below*)
- Clearing as required
- Integrate Township chosen "kit" pavilion into your design. This will include any required specs, and you will be required to provide slab and footing design/details.
- One brick and mortar restroom (2 female stalls, 2 male stalls, 1 urinal, exterior hose bib), including all utilities. This includes all specs, design drawings for bidding and construction). This will be located near the existing pavilion.
- One prefabricated restroom that composts the waste product, to be chosen by the Township. KB to incorporate all necessary items of this into the contract, including specifications, utilities, permitting etc. This will be located between the parking lot and playground.
- Pave the existing parking lot and driveway to the pavilion (wearing course and base course), add one HP parking spot near the pavilion. (curbing in some locations)
- Township's playground design: Purchase of the playground equipment shall be by the Township. We will include in the bid specifications that the coordination of delivery and the complete installation of the playground be by the general contractor. Note: All materials, specifications, etc. for the playground will be as per the Township's direction.
- Allow for at least one SW BMP. Include necessary testing and design
- Replace all fencing with three rail post and rail, with 1" x 1" black vinyl coated fabric, knuckles down
- Paths from the proposed pavilion to the proposed rest room, and also from the proposed playground to the proposed restroom and necessary connections to the playground and parking lot as required.
- Landscaping islands in the parking areas
- A screening/gravel (modified) path for the circumference of the pond, benches per Twp. Manager's spec.
- A new, ADA compliant bridge (including a path from the parking lot) that crosses the creek to the pond (footbridge by weir)
- Replace the existing chain link fence between the pond and the neighbors with the fence outlined above
- Remove the invasive species that are located in several areas along the bank of the pond
- Install an overlook, and possibly a trail to take a person from the pond path to the upper parking lot.
- Demo the existing stables (including asbestos testing)
- Provide a new upper parking lot configuration
- Seal coat the existing, remaining upper parking lot.
- Reinstatement of the ponds reed bed algae removal system or other system recommended by the design team
- Allow for three presentations to the surrounding residents; night meetings
- Allow for two presentations to the Park and Rec Board
- Allow for two presentations to the Board of Commissioners



## **SCOPE OF WORK TO ACHIEVE THE ABOVE GOALS:**

### **Task 1**

### **Park Master Plan**

- The surveyor will complete a boundary and limited topographic survey completed for the park as required to make the changes noted above.
- The surveyor will survey the trees that were identified and tagged by the Township Arborist. The surveyor shall name the trees on the plan utilizing the arborist's detailed report.
- We will meet with the Township Team to verify the details of the tasks noted above.
- We will meet with residents as noted above.
- We will reconcile the project task list above with the results of the meeting at your direction if necessary.
- We will create a Conceptual Park Master Plan depicting the changes, their location and any options that you may want to consider.
- We will review the Conceptual Master Plan and make revisions based on your input.
- We will prepare a project budget estimate based on the approved plan.
- We will suggest phasing if any goals for the project cannot fit within the available funding.

### **Task 2**

### **Site/Civil Engineering Design and Permitting**

- Evaluate drainage area and assess stormwater outfalls in the vicinity of the park.
- Provide a visual stream/pond assessment to evaluate conditions in relationship to the proposed improvements.
- Soil testing will be performed following the completion of preliminary grading to identify the elevation to which testing will occur. The testing will determine infiltration rates and soil conditions for proposed stormwater management and recreational improvements proposed. A backhoe and operator to excavate the test pits are not included as part of this proposal. *(Township will provide backhoe for excavation of soil test pits)*
- Design "One-call" and map depicting locations of known utilities. (Utility mapping by Master Locators is included)
- *(If Required)* Schedule a site meeting with the Delaware County Conservation District (DCCD) and DEP to meet at the site and review the proposed improvements to determine the type of permitting which may be required.
- *(If Required)* Prepare an H&H analysis of the site to identify drainage patterns, quantify runoff rates, and develop preliminary sizing and locations for conveyance facilities and stormwater management BMPs.
- Provide DD plans with sufficient information to determine size and location of preliminary grading, impervious cover, drainage improvements and stormwater management facilities.
- Meet with municipal staff to review DD drawings and reach a consensus on the size, type and location of proposed improvements.
- Meet with Residents and Boards as noted above.
- *Note: Should NPDES NOT be required stormwater design will address the minimum required intervention to prevent runoff related issues.*

### **Task 3 Construction Documentation (CD) Civil Engineering & Landscape Architecture**

- Provide detailed grading, layout and drainage plans for the site focusing on the areas of proposed improvements.
- Provide overall and detailed landscape plans to address types of landscape cover, plant types, size and proposed locations
- Provide construction documentation, details and specifications for site improvements sufficient for bidding and construction. The CD's prepared as part of this proposal will include the parking lot, pervious paving materials (if required), landscaping, trail materials and drainage structures.
- Provide an estimation of sediment and nutrient load reductions as part of the design of any stormwater management facilities.
- *Note: Should NPDES NOT be required stormwater design will address the minimum required intervention to prevent runoff related issues.*

### **Task 4 Land Development Permitting**

- Design Reports as needed for anticipated permit submittals
- *(If Required)* Erosion and Sediment Control (Delaware County Conservation District (DCCD))
- *(If Required)* NPDES for Stormwater Discharges from Construction Activities (DCCD)
- GP-3 for bank stabilization (PA DEP) and / or a GP-4 for discharging a swale to the stream.\*
- Highway Occupancy permit (HOP)
- Appropriate permits and clearances will be identified based on the final designs.

### **Task 5 Architecture, Structure, and MEP Engineering**

*(Note Task 5 will run concurrently with Tasks 2 & 3)*

#### **Design and Construction Documentation**

The Purpose of this phase will be to provide the design and engineering services required to create construction and bid documents for the following:

- **Asbestos Survey:** An environmental consultant will survey the existing barn and stables a test as required for asbestos containing materials. Following the test results, the consultant will prepare specifications and plans for the removal of the material suitable for public bidding.
- **New Pavilion:** Based on your selection of a pre-fabricated kit pavilion, we will document its location, lighting/electrical needs, bidding needs and structural elements including slabs, foundations, anchors, etc..
- **New Rest Rooms (field constructed):** We will prepare plans, building sections, finish plans, renderings as well as bidding documents and all required engineering for a new multi-fixture restroom facility. Design, bidding and construction documents will be provided.
- **New Rest Rooms (pre-fab/composting):** Based on your selection of a pre-fabricated rest facility, we will document its location, lighting/electrical needs, bidding needs and structural elements including slabs, foundations, and anchors.
- **New Playground:** Based on your selection of a pre-engineered/fabricate Play Environment, we will document its location, lighting/electrical needs, fencing, ground surfaces and landscape. Note: Township will purchase play equipment; contractor shall coordinate delivery and shall install all playground equipment, surfacing, etc.

- **New Bridges and Overlook and Fencing:** We will design and document for construction, all other structures noted in your list above.
- **Systems Coordination:** Throughout this phase, we will coordinate with our engineers to disseminate information about ongoing project goals and integrate each discipline's work into the overall design.

**Task 6** **Bidding Assistance**

During this phase, our services will include preparing electronic packages of the contract documents for bidding contractors, addressing RFIs, and leading pre-bid / bid opening meetings.

**Task 7** **Construction Administration**

This phase is extremely important because it is during construction that all of the ideas and decisions made to date will be executed. Because we are most familiar with the design, detailing and contractual obligations for the project, we will work during construction to help protect your interest in the project and assure that the project goals are met. During construction, our base services will include inspection site visits every week or two weeks to ascertain that the work is in accordance with the intent of the construction documents. In addition, we will review shop drawings, product submittals, applications for payment and attend weekly or bi-weekly job meetings throughout the construction period, at the discretion of the Township.

**PROJECT DESIGN FEES:**

<b>Task 1:</b>	<b>\$32,000</b>
<b>Task 2:</b>	<b>\$37,000</b>
<b>Task 3:</b>	<b>\$20,000</b>
<b>Task 4:</b>	<b>\$15,000</b>
<b>Task 5:</b>	<b>\$39,800</b>
<b>Task 6:</b>	<b>\$5,000</b>
<b>Task 7:</b>	<b>\$25,000</b>

**DESIGN TOTAL PROJECT FEES:** **\$173,800**

**SITE SURVEY:**

**Full Property Survey:** **\$27,500**  
*(Includes wetlands delineation, outbound, Topography, & tree survey/identification)*

**REMIBURSABLE EXPESNSES:**

**Reimbursable expenses** **\$2,500**

**PROJECT TOTAL:** **\$203,800**

**CREDIT REDUCTIONS:**

- 1. Township Stormwater Management Ordinance Waiver: **DEDUCT (- \$1,000)**  
*Credit for not completing stormwater requirements per Township ordinance*
- 2. NPDES Stormwater Design and Submission: **DEDUCT (- \$3,000)**  
*If disturbance is under 1 acre submission will not be required.*

**Notes on Credit Reductions:**

NPDES is separated into two separate components, the plan set and the reports. When NPDES permitting and township review/approval of stormwater is not required, this eliminates the need to develop reports for the permit application and submit plans/calculations to the township. The design (Civil/LA) component of the project remains. The design team will still need to execute all aspects of the design work (included erosion and sediment control). Please note that permit fees of approx. \$1,000 will also not be required. If the total disturbance exceeds 5,000 square feet, which we expect it will, the township will need to implement E&S measures for the disturbance and provide an E&S plan to the chosen contractor in order to remain in compliance with chapter 102 requirements.

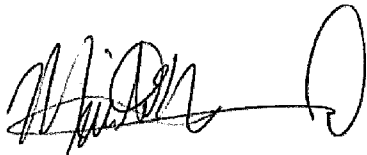
**EXCLUSIONS**

*Backhoe and operator for soil trenches (assumes the Township will provide this)*  
*Revisions to permit comments above and beyond the normal review process*  
*Project Scope Not included in your original request*  
*Permit submittal fees and agency review fees.*

**SCHEDULE**

We are ready to proceed with work upon approval and will work together to establish a mutually agreed upon schedule.

Sincerely,



Martin D. Kimmel  
President

**RESOLUTION NO. 2016-34**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE  
COUNTY, PENNSYLVANIA, AUTHORIZING THE  
PURCHASE OF SEED AND FERTILIZER**

*WHEREAS*, the Public Works Department annually places grass seed and fertilizer on the Township's athletic fields

*WHEREAS*, the Public Works Department wishes to purchase 80 bags of organic turf fertilizer and 120 bags of grass seed for the aforementioned task from SiteOne Landscape Supply in the amount of \$10,100.12.

*NOW, THEREFORE*, be it *RESOLVED* by the Board of Commissioners of Radnor Township does hereby authorize the purchase of seed and fertilizer from SiteOne Landscape Supply in the amount of \$10,100.12.

*SO RESOLVED* this 14<sup>th</sup> day of March, A.D., 2016

**RADNOR TOWNSHIP**

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

Name: James C. Higgins  
Title: President

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

Robert A. Zienkowski  
Manager/Secretary

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

**DATE:** March 8<sup>th</sup>, 2016  
**TO:** Radnor Township Board of Commissioners  
**FROM:** Stephen F. Norcini, P.E, Director of Public Works  
**CC:** Robert A. Zienkowski, Township Manager

**LEGISLATION:** Resolution 2016-34: Purchase of Seed of and Fertilizer

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**LEGISLATIVE HISTORY:** The purchase of seed and fertilizer is brought before the Board of Commissioners annually.

**PURPOSE AND EXPLANATION:** The Public Works Department annually applies seed and organic fertilizer to the Township's athletic fields, each spring and fall. The Department wishes to purchase from SiteOne Landscape Supply, the following for the spring application:

FE CT Organic 9-2-5 Fertilizer	80 bags @ \$18.037/bag = \$1,442.96
<u>Grass Seed</u>	<u>120 bags @ \$72.143/bag = \$8,657.16</u>
<b>TOTAL</b>	<b>\$10,100.12</b>

**IMPLEMENTATION SCHEDULE:** Upon Board of Commissioners approval, a Purchase Order will be processed, and the seed and fertilizer will be purchased and used immediately.

**FISCAL IMPACT:** Funding for the seed and fertilizer is in account 01-451-4250, Operating Supplies, Parks Maintenance.

**RECOMMENDED ACTION:** I respectfully request that the Board of Commissioners authorize the purchase of seed and fertilizer from SiteOne Landscape Supply in the amount of \$10,100.12.

**MOVEMENT OF LEGISLATION:** It is being requested that the Board of Commissioners approve the legislation for the purchase of seed and fertilizer.



**Stronger Together**

West Chester PA #647  
 1414 Wilmington Pike  
 West Chester, PA 19382-8315  
 W: (610)455-0540

**Bill To:**

RADNOR TOWNSHIP (#1228403)  
 301 IVEN AVENUE  
 WAYNE, PA 19087-5297  
 W: (610)688-5600

**Ship To:**

RADNOR TOWNSHIP (#1228403)  
 301 IVEN AVENUE  
 WAYNE, PA 19087-5297  
 W: (610)688-5600

Created	Quote#	Due Date	Expected Award Date	Expiration Date
02/26/2016	2580312	03/26/2016	03/26/2016	03/26/2016

Printed	Job Name	Job Description	Job Start Date
03/02/2016 11:32:43	Spring Turf Needs		03/26/2016

Line #	Item #	Item Desc	Qty	Unit Price	Extended Price
1	70566	FE CT 9-2-5 ORGANIC 50# NT	80	18.037	1,442.96
2	*notes*	Organic Turf Fertilizer			
3	30-62-950	Double Eagle Blend	120	72.143	8,657.16
4	*notes*	Premium 3 way Ryegrass Blend			

**Total Price: \$ 10,100.12**

Quoted price is for material only. Applicable sales tax will be charged when invoiced. All product and pricing information is based on the latest information available and is subject to change without notice or obligation.

**RESOLUTION NO. 2016-35**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE  
COUNTY, PENNSYLVANIA, AUTHORIZING THE PUBLIC  
WORKS DEPARTMENT TO RECEIVE SEALED BIDS FOR  
THE 2016 SUPERPAVE RESURFACING PROGRAM**

*WHEREAS*, the Township annually resurfaces streets within the Township

*WHEREAS*, the Public Works Department requests to complete the balance of streets from 2015, along with streets proposed for 2016, as noted in the memorandum dated March 8<sup>th</sup>, 2016 to the Board of Commissioners

*NOW, THEREFORE*, be it *RESOLVED* by the Board of Commissioners of Radnor Township does hereby authorize the Public Works Department to Receive Bids for the 2016 Superpave Resurfacing Program.

*SO RESOLVED* this 14<sup>th</sup> day of March, 2016, AD

**RADNOR TOWNSHIP**

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

Name: James C. Higgins

Title: President

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

Robert A. Zienkowski  
Manager/Secretary



# Radnor Township

## PROPOSED MOTION

**DATE:** March 8th, 2016

**TO:** Radnor Township Board of Commissioners

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

**CC:** Robert A. Zienkowski, Township Manager

**LEGISLATION:** Resolution 2016-35: Authorization to Receive Bids for the Superpave Resurfacing Program

**LEGISLATIVE HISTORY:** In 2015, the annual resurfacing contract was awarded to Doli Construction. Under that contract, Brooke Road, Inverary, Heather Circle, and Lindsay Circle were resurfaced. The contract was terminated, and due to the time of year, we were unable to bring another contractor in to complete the work. Before the Board of Commissioners tonight is a resurfacing project that includes the remainder of the roads from 2015, as well as the roads proposed for 2016.

**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, leveling course (if needed), and the installation of 1.5" of compacted 9.5 mm Superpave wearing course. Roads are chosen for consideration based on the following criteria: alligating, oxidation, rutting, deformation, utility cuts, general condition, and use. Along with our State Liquid Fuel Funds, we are using PECO funds towards the resurfacing of Windermere (\$11,000) and anticipated Delaware County Aid funds (estimated at \$36,000). The resurfacing list, including the balance of the 2015 streets and those proposed for 2016, for a total of +/- 6 miles of double lane paving, is as follows:

YEAR	Street Name	TO	FROM
	Castlefinn	ALL	ALL
	Matlack	ALL	ALL
2	Saw Mill	ALL	ALL
0	Donna Lane	ALL	ALL
1	Chamounix	Paul	Aberdeen Terr.
5	Windermere	Louella	S. Aberdeen
	Louella	Windermere	Pembroke
	Brookside	Iven	Conestoga
	St. Davids	Orchard	Midland
	Pembroke	Louella	Lancaster
	Roberts	Portledge	S. Ithan
	Tindall	ALL	ALL
	Strafford Avenue	Eagle	Grant
2	Parks Run Lane	Conestoga	Lesley
	Maplewood	Highland	570 Maplewood
0	Wooded Lane	ALL	ALL
1	Malin	Earles	Briarwood
6	Rawles Run	ALL	ALL
	Radnor Valley Dr.	ALL	ALL
	Brooklea	Meadowood	Faifax
	Orchard Way	Brookside	St. Davids
	Lesley	ALL	ALL
	Wister	ALL	ALL
	Lowrey's	County Line	Lancaster

**IMPLEMENTATION SCHEDULE:** If approved by the Board of Commissioners, the project will be bid ASAP, with a proposed completion date of NLT August 31, 2016.

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

**RECOMMENDED ACTION:** *I respectfully request the Board of Commissioners authorize the Public Works Department to receive bids for the 2016 Superpave Resurfacing Program.*

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

# **RADNOR TOWNSHIP POLICE DEPARTMENT**

301 Iven Avenue  
Wayne, Pennsylvania 19087-5297  
(610) 688-0503 ☎ Fax (610) 688-1238

**William A. Colarulo**  
**Police Superintendent**

**TO:** A Staff Traffic Committee Meeting was held on December 16, 2015 and was attended by Commissioner Ahr, Bill Cassidy, Public Works, Officer Raymond Matus, Highway Patrol; Mary Ann Donnelly, Administrative Assistant; John Satterfield, Radnor residents.

**RE: STAFF TRAFFIC COMMITTEE MEETING HELD IN THE POLICE ROLL CALL ROOM, WEDNESDAY, FEBRUARY 17, 2016, 10:00 AM.**

## **NEW BUSINESS:**

1. Commissioner Clark requests no parking along the west side of Louella Avenue between Windermere Avenue and Upland Way.

Staff Traffic recommends no action at this time. There is adequate distance for vehicles to travel in both directions with vehicles parked on the west side of the roadway. The crash history revealed there has only been one crash in ten years unrelated to vehicles passing each other. Furthermore, vehicles parked on the roadway are a natural traffic calming method which is evident by the 23 mph average speed in the area. Restricting parking in this area will only cause these vehicles to park at another location in an area where they do not reside.

2. Commissioner Clark requests speeding up the timing of the traffic light at Louella Avenue and East Lancaster Avenue.

This item has been referred to Steve Norcini, Director of Public Works, to look into the timing of the traffic light at Louella Avenue and East Lancaster Avenue, to see if any modifications can be made.

3. John Satterfield has concerns with traffic issues on Runnymede Avenue and Bloomingdale Avenue.

Staff Traffic recommends an orange reflective diamond be placed on top of the 25 mph speed limit sign located on the east side of Bloomingdale Avenue for northbound traffic at Conestoga Road. A "Cross Traffic Does Not Stop" sign should be affixed on the post below the stop sign on Runnymede Avenue at Bloomingdale Avenue. This sign will inform stopped vehicles that the traffic on Bloomingdale Avenue does not stop. In addition, the Public Works Department will place an orange reflective diamond on the speed limit sign on Bloomingdale Avenue at West Wayne Avenue.

4. Karl Hausker has concerns with the timing of the traffic lights on the corner of Lancaster and Old Eagle School Road.

This item has been referred to Steve Norcini, Director of Public Works, to look into the timing of the traffic lights at Lancaster Avenue and Old Eagle School Road.

5. Radnor Elementary School is requesting to hold their 7<sup>th</sup> Annual 5K Run on Sunday, April 24, 2016.

The 7<sup>th</sup> Annual 5K Run will be held on Sunday, April 24, 2016 commencing at 8:00 am until 10:30 am. All paperwork has been submitted; insurance information has been received. 300 runners are expected to participate. One detail Officer will be needed for the race.

6. Kristen Seeger requests that the intersection of Lowry's Lane and Debaron Lane be evaluated for appropriate sight and width distances.

Staff Traffic recommends no action at this time. Staff Traffic reviewed the intersection and concluded that there is adequate space to make a left turn without causing traffic issues.

### **OLD BUSINESS**

1. Sandy Kheradi requests a stop sign at Audubon Avenue and South Wayne Avenue.

A traffic study was completed in 2007 on Audubon Avenue and South Wayne Avenue regarding the same issues. This intersection does not meet the criteria for a stop sign because there have been no reportable crashes and there is no sight obstruction. In 2011, Penn Dot conducted a traffic study of South Wayne Avenue and they installed a bump out on South Wayne Avenue at Conestoga Road to slow entering vehicles onto South Wayne Avenue. Staff Traffic Committee recommends continued speed enforcement in the 300 block of South Wayne Avenue.

**RESOLUTION NO. 2016-31**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AUTHORIZING A THIRD PARTY CERTIFIED RESTORATION SERVICE FOR EMERGENCY/HAZARDOUS CLEAN UPS AND PROPERTY BOARD UPS BY MELLON CERTIFIED RESTORATION.**

*WHEREAS*, Radnor Township, in emergency situations, has to engage a third party certified restoration service to clean hazardous materials and/or board up properties that are deemed uninhabitable due to emergency, fire or neglect; and

*WHEREAS*, the Township has worked with Mellon Certified Restoration Service in previous situations and finds them to be reliable in response time and quality of work; and

*WHEREAS*, the Township desires to engage Mellon Certified Restoration in times of emergency; and

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

1. The Township Manager or his designee is authorized and directed to take all other actions deemed necessary or appropriate to carry out the purposes of this Resolution.

*SO, RESOLVED*, this 14th day of March A.D. 2016.

RADNOR TOWNSHIP

By: \_\_\_\_\_  
Name: James C. Higgins  
Title: President

ATTEST: \_\_\_\_\_  
Robert A. Zienkowski, Secretary

# Mellon Certified Restoration

## Rate Sheet



Project Management Labor Classification	Hourly Rates
Project Director	\$ 109.55
Senior Project Manager	\$ 87.25
Project Manager	\$ 76.23
Health and Safety Supervisor (OSHA Certified Instructor)	\$ 73.29
Assistant Project Manager	\$ 66.45
Supervisor	\$ 51.13
Labor Foreman	\$ 51.13
Administrative Assistant / Clerk of the Works	\$ 34.08

Construction Labor Classification	Hourly Rates
Plumber	\$ 105.55
HVAC Mechanical	\$ 95.00
Electrician	\$ 90.53
Plaster	\$ 66.10
Carpenter	\$ 62.15
Drywall Installer / Finisher	\$ 60.90
Painter	\$ 51.46

Restoration Labor Classification	Hourly Rates
Restoration Supervisor	\$ 51.13
Restoration Technician	\$ 48.87
Mellon Certified Restoration / Skilled Labor	\$ 34.95
General Labor	\$ 22.40
Trauma/crime Scene cleanup Supervisor	\$ 94.26
Trauma / Crime Scene Technician	\$ 81.25

The guidelines for labor invoicing will be as follows: The first eight hours worked on any scheduled shift Monday through Friday will be charged at the regular hourly rate. Any hours worked in excess of eight hours on any shift Monday through Friday will be charged at 1.5 times the hourly rate. All hours worked on Saturday will be at 1.5 times the hourly rate. All hours worked on Sunday and all Holidays will be charged at 2 times the regular hourly rate.

Shift Differential of 15% will be included for work scheduled non-emergency work completed between the hours of 4:30 p.m. to 8:00 a.m. Monday thru Friday

After Hours Emergency Services: In the event that Mellon Certified Restoration personnel are required for emergency services after non Mellon Certified Restoration business hours (Weekdays 4:00 p.m. - 7:30 a.m.), 1.5 times the scheduled rate will be charged.

Personnel: Personnel are considered to be any full or part time employee that is employed by Mellon Certified Restoration

**National Observed Holidays:**

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Afternoon (1/2 day)
- Christmas Day

**Other Applicable Time and Material Rates:**

During the course of work, Mellon Certified Restoration may incur additional expenses, and shall be entitled to bill for those expenses as follows.

**Subcontracted Services:**

Subcontracted services, with the exception of labor services, are those outside services provided within the scope of the project, and incurred by Mellon Certified Restoration in its execution of the project. Such expenses shall be billed to the customer at the amount billed by the Subcontractor, plus ten percent overhead and ten percent profit.

**Equipment Rates:** The Daily Rate shall apply to the equipment that is owned and utilized by Mellon Certified Restoration in the performance of its work. The Daily Rate shall be charged for each calendar day or portion thereof.

**Unscheduled Equipment Rates:** During the course of work, Mellon Certified Restoration may find it necessary to purchase equipment not scheduled under the Daily Rate. In this situations, the Daily Rate shall be an acceptable industry daily rental rate.

**Equipment Rented:** The rental rate charged for any item of equipment rented from a third party vendor, used in the performance of the Work, shall be billed at cost, plus ten percent markup.

**Assets Damaged by Customer:** If any company owned, leased or rented asset is damaged or rendered unfit for use by the actions or inactions of the customer, its agents or representatives, the customer shall be responsible for replacing such asset at their expense.

Safety Packages	Unit	Rate
Boots, Chemical PVC	Pair	\$ 45.50
Cartridge, MSA Combination	Each	\$ 16.50
Dust Mask	Each	\$ 1.95
Gloves, Cotton	Pair	\$ 2.00
Gloves, Cotton Under liners	Pair	\$ 0.26
Gloves, Latex (Surgical) 100 ct	Box	\$ 23.50
Gloves, Leather	Pair	\$ 8.00
Gloves, Nitrile	Pair	\$ 5.30
Gloves, Nylon Inspection	Pair	\$ 0.50
Personal Fall Protection (PFP)	Each	\$ 8.00
Personal Protection Equipment (PPE) Minimum	Each	\$ 18.50
PRP - Personal Respiration Protection	Each	\$ 35.89
Protective Suits (Tyvek)	Each	\$ 18.50
Respirator - (Multi-use)	Each	\$ 4.50
Respirator - (N95)	Each	\$ 3.32
Respirator - (PAPR)	Each	\$ 82.50
Respirator - HEPA (P100)	Each	\$ 9.48
Respirator - HEPA + Particulate Replacement Filter	Each	\$ 34.92
Respirator - HEPA Replacement Pancake Filter	Each	\$ 8.25
Respirator - SCBA - 30 Minutes	Each	\$ 139.68

Chemicals	Unit	Rate
9D9	Gal	\$ 43.85
Benefect	Gal	\$ 48.34
Defoamer	Gal	\$ 21.00
Disinfectant/Antimicrobial	Gal	\$ 48.34
Encapsulant, Antifungicidal	Gal	\$ 82.00
Encapsulant, Soot	Gal	\$ 39.82
MCR All Purpose Cleaner	Gal	\$ 9.48
MCR All Purpose Spotter	Gal	\$ 20.86
MCR Carpet Rinse & Neutralizer	Gal	\$ 17.06
MCR CIF Citrofix Lemon Scent	Ounce	\$ 0.95
MCR Concentrated Odor Counteractant & Smoke Eliminator	Gal	\$ 28.44
MCR Fabric Protector	Gal	\$ 36.97
MCR GC General Cleaner	Gal	\$ 25.60
MCR Glass Cleaner	Gal	\$ 9.59
MCR Lemon Oil Furniture Polish	Gal	\$ 4.74
MCR MPP Metal Polishing Paste	Ounce	\$ 14.22
MCR Multi Enzyme Spotter-Deodorizer-Protector	Gal	\$ 28.44
MCR Rug & Upholstery / Traffic & Bonnet Cleaner	Gal	\$ 23.70
Soda, Soda Blaster Material	Bag	\$ 35.00
Spray 9	Gal	\$ 25.60
Thermo Fog Deodorizer	Gal	\$ 57.88
Thinner, Paint/Mineral Spirits	Gal	\$ 22.50
Traffic Lane Cleaner	Gal	\$ 38.00
Zinser, or similar sealant	Gal	\$ 110.00



Consumables	Unit	Rate
Adhesive, Caulk	Tube	\$ 8.00
Bags, Insulation machine	Each	\$ 44.00
Bags, Trash	Each	\$ 1.14
Boxes - Large	Each	\$ 3.25
Boxes - Medium	Each	\$ 1.89
Boxes, Book	Each	\$ 4.75
Boxes, Dish Pack	Each	\$ 5.68
Boxes, Slip Covers	Each	\$ 2.84
Boxes, Wardrobe/Specialty	Each	\$ 35.00
Brush, Scrub (long handle)	Each	\$ 11.50
Containment System(zip doors/walls)	Each	\$ 22.75
Dehumidifier Filters	Each	\$ 27.00
Disposable Decontamination Unit	Each	\$ 416.00
Equip Decontamination	Each	\$ 4.00
Eye Wash Kits	Each	\$ 4.50
Fasteners, Misc / Lock & Hasp	Each	\$ 30.00
Filter Material	Roll	\$ 119.50
Filter - Charcoal	Each	\$ 65.00
Filter - Pre	Each	\$ 5.47
Filter - Pleated	Each	\$ 7.53
Filter - HEPA	Each	\$ 212.34
Filter, Charcoal	Each	\$ 65.00
Filter, HEPA	Each	\$ 212.34
Floor Buffer Pad	Each	\$ 11.38
Floor Dry (40#)	Bag	\$ 15.50
Foam Blocks / ea	Each	\$ 0.10
Foam Scrubbing Pads	Pack	\$ 51.50
Heavy Duty Mop Heads	Each	\$ 13.50
Heavy Duty Soil Lifter / per gallon	Each	\$ 47.85
Heavy Duty Trash Bags	Case	\$ 28.95
Inventory Tags	Box	\$ 114.70
Latex Gloves	Box	\$ 21.81
Lay Flat - 10" to 14" - 250 lf with D-Rings	Roll	\$ 143.51
Lay Flat - 20" - 250 lf with D-Rings	Roll	\$ 311.86
Masks	Each	\$ 2.00
Moisture Meter	Each	\$ 21.00
Mop Handles	Each	\$ 3.50
Mop Heads	Each	\$ 12.32
Moving Blanket	Each	\$ 3.00
Pine Sol / per gallon	Each	\$ 18.50
Plastic Sheeting - 1.5 mil (24 x 200)	Each	\$ 39.82
Plastic Sheeting - 4 mil (20 x 100)	Each	\$ 88.00
Plastic Sheeting - 6 mil (20 x 100)	Each	\$ 114.00
Plastic Sheeting - 6 mil-Fire Retardant/Anti Static (20 x 100)	Each	\$ 105.47
Plastic Sheeting - Carpet Protector	Roll	\$ 81.50
Rags	Case	\$ 24.75
Red Resin Paper (200 ft roll)	Roll	\$ 38.00
Rubber Boots L	Pair	\$ 22.00
Rubber Boots XL	Pair	\$ 24.00
Rubber Boots XXL	Pair	\$ 26.00
Safety Kits	Each	\$ 7.50
Shoe/Boot covers	Pair	\$ 6.50
Smoke Dry Chem Sponges	Each	\$ 1.89
Spray Bottle w/trigger	Each	\$ 4.75
Steel wool	Each	\$ 3.06
Tape, Caution	Roll	\$ 16.00
Tape, Duct (Gray or Teal)	Roll	\$ 7.00
Tape, Painters (blue)	Roll	\$ 8.00
Tape, Poly Box	Roll	\$ 3.00
Tarp	Sq Ft	\$ 1.15
Vapor Shark Membrane (Pack of 5)	Each	\$ 204.55
Various Tape per roll	Roll	\$ 10.50
Wipes, Cotton Cloth	Lb	\$ 5.00
Wipes, Lint Free	Pack	\$ 35.00
Wipes, Wipe All	Pack	\$ 12.50
Wipes, Workshop (rags)	Lb	\$ 4.00
Work Gloves / pair	Pair	\$ 8.00
Wrap, Bubble/Anti Static	Roll	\$ 84.50
Wrap, Stretch	Roll	\$ 59.50

Mitigation Equipment	Unit	Daily Rate
Air Mover - Axial Type	Each	\$ 28.50
Air Scrubber - Dri-Eaz HEPA 500	Each	\$ 71.73
Air Scrubber - HEPA 1000	Each	\$ 121.73
Air Scrubber - Mini Guardian HEPA	Each	\$ 71.73
Air Scrubber - Phoenix Guardian HEPA - 1400 CFM	Each	\$ 143.14
Dehumidifier (LRG) - Small	Each	\$ 53.25
Dehumidifier (LRG) - Medium	Each	\$ 62.57
Dehumidifier (LRG) - Large	Each	\$ 71.88
Dehumidifier (LRG) - XL Large	Each	\$ 101.25
Dehumidifier (LRG) - XXL Large	Each	\$ 133.00
Desiccant Dehumidifier - (Diesel Fired) 2000 - 2250 CFM	Each	\$ 965.00
Desiccant Dehumidifier - 200 CFM	Each	\$ 156.41
Desiccant Dehumidifier - 300 - 400 CFM	Each	\$ 230.00
Desiccant Dehumidifier - 600 - 700 CFM	Each	\$ 366.50
Desiccant Dehumidifier - 700 - 1000 CFM	Each	\$ 503.59
Indirect Fired Air Heater - 112,000 BTU	Each	\$ 225.00
Indirect Fired Air Heater - 205,000 BTU	Each	\$ 460.00
Indirect Fired Air Heater - 300,000 BTU	Each	\$ 575.00
Infrared Camera	Each	\$ 232.11
Injectidry Unit	Each	\$ 120.39
Temporary Heat (Firebird) - Up to 31000 BTU's	Each	\$ 180.00
Temporary Heat (Firebird) - Up to 62000 BTU's	Each	\$ 300.00

Generators / Accessories	Unit	Daily Rate
Generator < 10 KW	Each	\$ 82.45
Generator 10-30 KW (8 Hours)	Each	\$ 175.00
Generator 10-30 KW (24 Hours)	Each	\$ 356.00
Generator - Up to 40k KW	Each	\$ 315.00
Generator - Up to 100k KW	Each	\$ 395.00
Generator - Up to 175k KW	Each	\$ 530.00
Generator - Up to 250k KW	Each	\$ 630.00
Generator - Up to 320k KW	Each	\$ 680.00
Generator Temporary Power Cable	Each	\$ 30.00

General Equipment	Unit	Daily Rate
Air Compressor	Each	\$ 34.12
Air Compressor - 185k CFM	Each	\$ 140.00
Air Compressor - 375k CFM	Each	\$ 230.00
Carpet Cleaner	Each	\$ 48.34
Carts - Cleaning / Demo	Each	\$ 22.75
Distribution Panel - 100 AMP	Each	\$ 160.00
Distribution Panel - 200 AMP	Each	\$ 199.00
Electrical Distribution Box	Each	\$ 75.00
Electrical Distribution Box - Mini Portable Power Center	Each	\$ 40.00
Electrical Power Cord- 50 Amp Twist to 50 Amp Twist	Each	\$ 21.81
Extension Cords - 100 lf	Each	\$ 4.50
Extractor (portable)	Each	\$ 143.14
Extractor (truck mount)	Each	\$ 516.63
Floor Buffer	Each	\$ 34.12
HEPA Vacuum (backpack / Upright)	Each	\$ 25.00
HEPA Wet/Dry Vacuum - Canister	Each	\$ 50.00
Ice Blasting System	Each	\$ 820.00
Insulation Removal Vacuum	Each	\$ 260.00
Ladders - Extension	Each	\$ 11.38
Ladders - Step	Each	\$ 6.64
Lighting - Light Stands	Each	\$ 22.50
Lighting - Mobile Tower - 4000 Watts	Each	\$ 143.14
Lighting - Temporary String / Demo Lights	Each	\$ 22.75
Pressure Washer (Cold Water)	Each	\$ 87.00
Pressure Washer (Hot Water)	Each	\$ 120.00
Scaffolding (Baker) - Per Set	Each	\$ 28.00
Soda Blasting System	Each	\$ 245.00
Sump Pump	Each	\$ 31.28
Sump Pump - 2" Gas / Trash Pump	Each	\$ 49.75
Sump Pump - 3" Gas / Trash Pump	Each	\$ 59.75
Temp Fencing per 100ft for minimum 3 months	Each	\$ 36.00
Thermal Fogger	Each	\$ 218.33
Total Zone TZ-2 Ozone Generator	Each	\$ 114.70
Vapor Shark	Each	\$ 57.30
Wet Dry Vacuum - Shop Vac	Each	\$ 30.00

Vehicles / Trailers	Unit	Daily Rate
Cargo / Moving Truck 14' - 15'	Each	\$ 123.24
Cargo / Moving Truck 17' - 20'	Each	\$ 142.19
Cargo / Moving Truck 24' - 27'	Each	\$ 143.14
Stakebody / Dump truck	Each	\$ 103.42
Ultrasonic Cleaning Trailer - On Site	Each	\$ 750.00
Van - Cargo	Each	\$ 63.52
Van - Passenger - up to 10 persons each	Each	\$ 103.32
Vehicle - Pick-up	Each	\$ 63.52
Vehicle - Trailer 12' - 16'	Each	\$ 114.70

# Mellon Certified Restoration

## Cap Sheet



Mitigation Equipment	Unit	Daily Rate	Weekly	Cap - 70%
Air Mover - Axial Type	Each	\$ 28.50	\$ 171.00	\$ 302.40
Air Scrubber - Dri-Eaz HEPA 500	Each	\$ 71.73	\$ 430.38	\$ 566.50
Air Scrubber - HEPA 1000	Each	\$ 121.73	\$ 730.38	\$ 610.67
Air Scrubber - Mini Guardian HEPA	Each	\$ 71.73	\$ 430.38	\$ 1,009.12
Air Scrubber - Phoenix Guardian HEPA - 1400 CFM	Each	\$ 143.14	\$ 858.84	\$ 1,467.68
Dehumidifier (LRG) - Small	Each	\$ 53.25	\$ 319.50	\$ 1,164.94
Dehumidifier (LRG) - Medium	Each	\$ 62.57	\$ 375.42	\$ 1,320.76
Dehumidifier (LRG) - Large	Each	\$ 71.88	\$ 431.28	\$ 1,427.61
Dehumidifier (LRG) - XL Large	Each	\$ 101.25	\$ 607.50	\$ 1,719.21
Dehumidifier (LRG) - XXL Large	Each	\$ 133.00	\$ 798.00	\$ 1,850.55
Desiccant Dehumidifier - 200 CFM	Each	\$ 156.41	\$ 938.46	\$ 2,019.20
Desiccant Dehumidifier - 300 - 400 CFM	Each	\$ 230.00	\$ 1,380.00	\$ 2,725.37
Desiccant Dehumidifier - 600 - 700 CFM	Each	\$ 366.50	\$ 2,199.00	\$ 5,193.26
Desiccant Dehumidifier - 700 - 1000 CFM	Each	\$ 503.59	\$ 3,021.54	\$ 9,246.80
Desiccant Dehumidifier - (Diesel Fired) 2000 - 2250 CFM	Each	\$ 965.00	\$ 5,790.00	\$ 29,676.29
Indirect Fired Air Heater - 112,000 BTU	Each	\$ 225.00	\$ 1,350.00	\$ 1,877.26
Indirect Fired Air Heater - 205,000 BTU	Each	\$ 460.00	\$ 2,760.00	\$ 3,327.87
Indirect Fired Air Heater - 300,000 BTU	Each	\$ 575.00	\$ 3,450.00	\$ 5,101.25
Injectidry Unit	Each	\$ 120.39	\$ 722.34	\$ 2,296.49
Temporary Heat (Firebird) - Up to 20000 BTU's	Each	\$ 180.00	\$ 1,080.00	\$ 1,557.46
Temporary Heat (Firebird) - Up to 31000 BTU's	Each	\$ 180.00	\$ 1,080.00	\$ 2,067.21
Temporary Heat (Firebird) - Up to 62000 BTU's	Each	\$ 300.00	\$ 1,800.00	\$ 3,649.90

Generators / Accessories	Unit	Daily Rate	Daily Rate	Cap - 70%
Generator < 10 KW	Each	\$ 82.45	\$ 494.70	\$ 2,039.76
Generator 10-30 KW (8 Hours)	Each	\$ 175.00	\$ 1,050.00	\$ 4,006.06
Generator 10-30 KW (24 Hours)	Each	\$ 356.00	\$ 2,136.00	\$ 4,006.06

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## MEMORANDUM

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**TO:** BOARD OF COMMISSIONERS  
**FROM:** KEVIN W. KOCHANSKI, DIRECTOR  
**SUBJECT:** HARB 2016-04  
**DATE:** MARCH 7, 2016  
**CC:** ROBERT A. ZIENKOWSKI, MANAGER



Community  
Development  
Department

The Radnor Township Historical Architectural Review Board at their regularly scheduled meeting on March 2, 2016 **failed** to recommend approval of HARB #2016-04 in a vote of 2-2. Their concerns were based on the following:

*406 N Wayne Avenue did not meet the criteria for Section 178-7 "Design Guidelines" in the opinion of the Board.*

*Specifically, Section 178-7.D.2 (Significant architectural features of a certain historical period and type of construction) the North Wayne District includes mainly 1870s to 1910s design styles and features.*

*Furthermore, the Board felt that Section 178-7.F.2 was not met with regard to "Preserving the overall relationship amongst the buildings within each district's (North Wayne's) development pattern."*

*Applicant's proposal was to demolish the existing duplex structure and swimming pool and construct a new single family dwelling, garage and swimming pool.*

*Further, the Board would like to see an engineering report indicating the building is not structurally sound before giving permission to demolish the structure.*

In accordance with Chapter 178-8.G, the Board of Commissioners shall either:

1. Approve or deny the certificate of appropriateness consistent with action taken by the HARB in connection with building and/or demolition.
2. Approve the application and authorize a certificate of appropriateness with modifications to the HARB recommendation.
3. Reverse the recommendation of the HARB.

Authorization for Solicitor to execute  
a Declaration of No Interest regarding  
Semerdjian property

**RESOLUTION 2016-43  
RADNOR TOWNSHIP**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA APPROVING WORKERS COMPENSATION INSURANCE COVERAGE FOR THE RADNOR FIRE COMPANY BEGINNING MARCH 1, 2016 THROUGH MARCH 1, 2017.**

*WHEREAS*, the Township of Radnor is required to carry Workers' Compensation Insurance for the Radnor Fire Company; and

*WHEREAS*, the Administration met with Arthur J. Gallagher (formerly Brokerage Professionals, Inc.) to review the insurance premium renewal information and pricing, and

*WHEREAS*, in order to ensure that no interruption in coverage, the Township Manager has authorized the binder subject to the Board of Commissioner approval at the March 14, 2016 Regular Meeting.

*NOW, THEREFORE*, it is hereby *RESOLVED* that the Board of Commissioners of Radnor Township hereby authorizes the Township Manager to execute the coverage for the Workers Compensation Insurance for the Radnor Fire Company for the period beginning March 1, 2016 through March 1, 2017 in the amount of \$46,260.

*SO RESOLVED*, at a duly convened meeting of the Board of Commissioners of Radnor Township conducted on this 14<sup>th</sup> day of March, A.D., 2016.

RADNOR TOWNSHIP

By: \_\_\_\_\_  
Name: James C. Higgins  
Title: President

ATTEST: \_\_\_\_\_  
Robert A. Zienkowski  
Township Manager / Secretary

## Radnor Township

# PROPOSED LEGISLATION



**DATE:** March 14, 2016

**TO:** Board of Commissioners

**FROM:** William M. White, Finance Director

**LEGISLATION:** A Resolution authorizing the Township Manager to bind coverage for Workers' Compensation Insurance for the Radnor Fire Company for the period beginning March 1, 2016 through March 1, 2017.

**LEGISLATIVE HISTORY:** This is an annual renewal process whereby the administration works with Arthur J. Gallagher Risk Management Services (AJG), formerly Brokerage Professionals Incorporated who solicits renewal coverage prices from multiple insurance providers and then reviews the best alternatives with the Township. The resolution is required giving the Township Manager authorization to bind coverage and pay the appropriate premium obligation.

**PURPOSE AND EXPLANATION:** The purpose of the legislation is to authorize the Township Manager to bind coverage for workers' compensation for the Radnor Fire Company.

**IMPLEMENTATION SCHEDULE:** The coverage period begins March 1 and runs through March 1 of 2016. The Administration has been working with AJG to finalize the pricing which was completed February 12<sup>th</sup>, 2016.

In order to ensure that coverage doesn't lapse, the Township Manager authorized a conditional binder approval subject to the Board of Commissioners' approval at the March 14<sup>th</sup>, 2016 regular meeting.

**FISCAL IMPACT:** The insurance coverage will cost the Township \$46,260 which is an increase from the expiring policy premium of \$45,213.

**RECOMMENDED ACTION:** The Administration respectfully requests the Board to approve this resolution at the March 14<sup>th</sup>, 2016 meeting. Thank you.



# Public Participation

# Appointments to Various Board and Commissions

**RESOLUTION 2016-42  
RADNOR TOWNSHIP**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,  
PENNSYLVANIA AUTHORIZING THE TOWNSHIP MANAGER TO ENTER  
INTO AN AGREEMENT WITH ALURA BUSINESS SOLUTIONS FOR  
INFORMATION TECHNOLOGY HARDWARE AND MANAGED SERVICES**

*WHEREAS*, The Board of Commissioners adopted Resolution 2015-118 on November 23, 2015 authorizing the administration to negotiate with Tyler Technologies for an Enterprise Resource Planning (“ERP”) software system either through a cloud-based system or to be hosted on site; and

*WHEREAS*, The Board of Commissioners raised concerns during the discussion of Resolution 2015-118 regarding the higher cost of purchasing the ERP system through Tyler Technologies’ cloud based “SaaS” solution; and

*WHEREAS*, To address those concerns, the Administration, working along with CARFAC, re-evaluated the possibility of hosting the ERP data at the Township Building site by soliciting proposals from three highly qualified IT firms to upgrade the Township’s infrastructure to include the necessary hardware and software needed to host the Tyler data; and

*WHEREAS*, All three IT firms presented similar solutions that transform the Township’s current network into a secure virtualized network with complete disaster recovery and the necessary network monitoring, troubleshooting and other ongoing maintenance costs; and

*WHEREAS*, After reviewing all three firms, checking peer group references, and following up with references provided by the three firms, the Administration is recommending the Board of Commissioners authorize Alura Business Solutions’ proposed IT hardware and managed services based on their lowest price, high marks from references, and based on their professionalism and knowledge demonstrated during the interview process; and

*NOW, THEREFORE*, it is hereby *RESOLVED* that the Board of Commissioners of Radnor Township hereby authorizes the Township Manager to execute an agreement with Alura Business Solutions for the installation of replacement network hardware at a one-time price not-to-exceed \$87,181.99 to be paid \$43,590.99 from the Township’s ERP set-aside account and \$43,591.00 from the 2016 Capital Plan, noting that these amounts were budgeted for and included in the already Board adopted appropriations for 2016. Further, the Board authorizes the ongoing IT managed services at a monthly price of \$2,936.50 to be paid from the Township’s IT department budget.

***SO RESOLVED***, at a duly convened meeting of the Board of Commissioners of Radnor Township conducted on this 14<sup>th</sup> day of March, A.D., 2016.

RADNOR TOWNSHIP

By: \_\_\_\_\_  
Name: James C. Higgins  
Title: President

ATTEST: \_\_\_\_\_  
Robert A. Zienkowski  
Township Manager / Secretary

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



**DATE:** March 14, 2016

**TO:** Board of Commissioners

**FROM:** William M. White, Finance Director

**LEGISLATION:** Resolution 2016-42 authorizing the Township Manager to enter into an agreement with Alura Business Solutions to install updated information technology infrastructure and for managed IT services relating to the new network.

**LEGISLATIVE HISTORY:** Indirectly, this resolution is the result of the Township's work towards implementing an Enterprise Resource Planning (ERP) software system. The Board of Commissioners authorized the Administration to negotiate an ERP contract with Tyler Technologies at their November 23, 2015 meeting via Resolution 2015-118. During the due diligence of those negotiations, and in an effort to purchase the Tyler Technology at the lowest possible cost to the Township, it was determined that an updated IT network was the most efficient way to achieve lower overall operating costs, and at the same time, improve the Township's overall network, improve data security, improve disaster recovery, and build a system that achieves long-term sustainability.

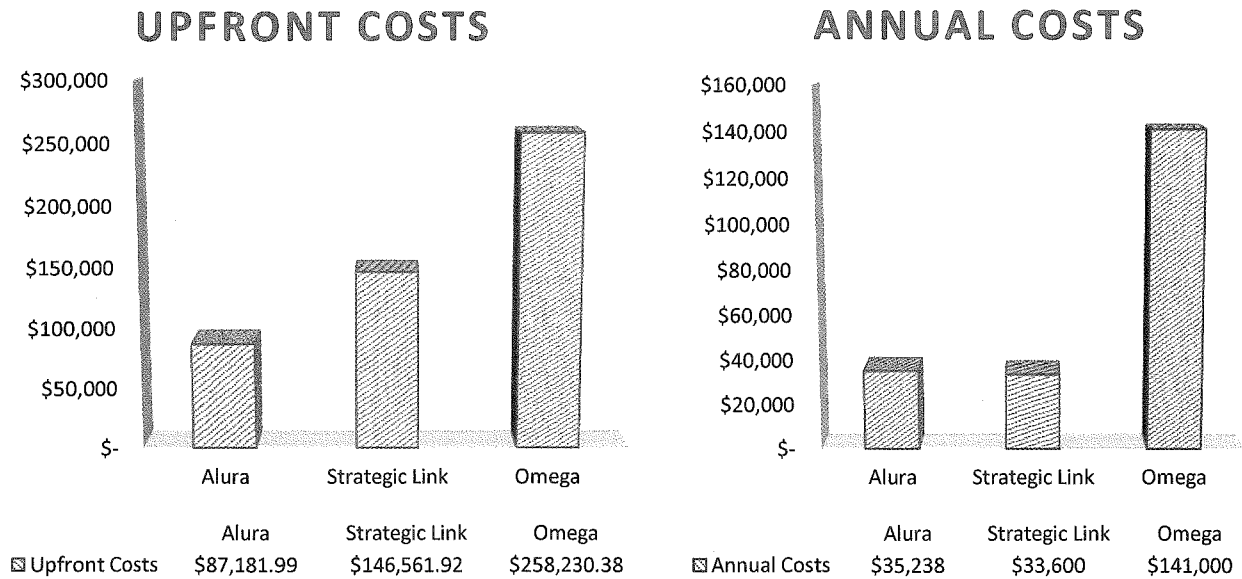
**PURPOSE AND EXPLANATION:** Concerns were raised by the Board during the discussion of Resolution 2015-118 of the high cost of Tyler Technology's cloud based solution. Therefore, to address those concerns, the administration solicited proposals from three IT firms to provide the costs necessary to configure the Township's IT network to allow it to host the Tyler Technology data on-site. Please note that in order to host the Tyler system, the Township would need to install Active Directory and reconfigure its network management.

All three IT firms visited the Township, met with the IT Coordinator, reviewed our current setup, reviewed Tyler Technology's requirements and submitted their proposals: All three proposals presented very similar network configurations that included transforming the network to a virtualized system. The benefits of the virtualized network system include greater data capacity (which is needed to host the Tyler Technology information), greater disaster recovery capabilities (needed to address audit comments), greater network security with enhanced firewalls / protection, improved network efficiency through improved network switches and routers, and the necessary ongoing managed services to provide constant network monitoring / troubleshooting which is currently lacking due to having only one IT staff person.

Having three proposals with similar configurations; the administration then evaluated the firms through meeting(s), reference checks, peer group discussions, and finally by price. Based on those evaluations, Alura Business Solutions was the best and lowest provider.

**IMPLEMENTATION SCHEDULE:** Upon adoption, it is estimated to take approximately two months to completely install the network hardware and software.

**FISCAL IMPACT:** The cost of the three proposals are compared in the graphs below and are broken down between the upfront costs and the annual management / disaster recovery / troubleshooting costs. Please note that since the genesis of this resolution is the ERP project, we are proposing to use approximately \$44,000 of the \$1.0M ERP set-aside for some of the upfront IT costs. Further, please note that 100% of the upfront installation costs are already included in the Township's 2016 budget; so no additional appropriations are being requested for the installation.



With regard to the annual costs, Alura's proposal is \$35,238. These costs will be absorbed by the IT operating budget as follows:

- (\$13,300) Annual savings to be realized between Tyler Technology's annual software cost of \$48,282 versus the \$61,571 currently being paid to SunGard (current software provider).
- (\$5,000) Savings to be realized by no longer needing to pay separately for antivirus and firewall services since these are included in Alura's annual cost.
- (\$24,140) The cost that the Township would otherwise have to pay to Tyler for required database management services and disaster recovery services (noting that under this scenario these services would be limited to just the Tyler data; not the entire network. The Alura services apply to the *entire* township network).

To summarize, the ongoing managed services, when combined with the required database management / disaster recovery costs and the savings the Township will realize from the lower annual software maintenance costs (SunGard vs. Tyler) and costs eliminated due to redundancy, demonstrates that the Alura proposal is cost neutral to the alternatives, and provides greater benefits to the Township's overall network configuration and performance.

**RECOMMENDED ACTION:** The Administration respectfully requests the Board to approve this resolution at the March 14<sup>th</sup>, 2016 meeting. Thank you.



*Excellence Delivered As Promised*

**Date:** March 8, 2016

**To:** Radnor Township Board of Commissioners

**From:** Roger Phillips, PE

**cc:** Robert Zienkowski – Township Manager  
Stephen Norcini, P.E. – Director of Public Works  
Kevin W. Kochanski, RLA, CZO – Director of Community Development  
John Rice, Esq – Grim, Biehn, and Thatcher  
Amy Kaminski, PE – Gilmore and Assoc.  
Steve Gabriel - Rettew

**RE:** Radwyn Apartments  
Land Development Waiver

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The applicant is requesting a waiver of the Township's Land Development process for the above referenced project located at 275 S. Bryn Mawr Avenue.

The applicant is proposing to construct two (2) small separate buildings on the property. The first building is proposed to be a storage building which is adjacent to an existing parking lot on the eastern side of the property. The second building is proposed to replace an update the existing pool house located adjacent to the pool. Both buildings combined total less than 5,000 square feet of new impervious coverage. The applicant is required to complete the grading permit process, which will include the review and approval of the required stormwater management system. The plan as proposed is in conformance with all applicable Zoning requirements.

If you have any questions or require any additional information, please contact me.

Very truly yours,

GANNETT FLEMING, INC.

A handwritten signature in black ink, appearing to read 'R. Phillips', written over a circular stamp or seal.

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





NePo ASSOCIATES, Inc.

ENGINEERS, SURVEYORS AND ENVIRONMENTAL SCIENTISTS

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March 2, 2016

004-12

Roger A. Phillips, PE  
Township Engineer  
Radnor Township  
301 Iven Avenue  
Wayne, PA 19087-5297

RE: Radwyn Apartments  
Radnor Township, Montgomery County, PA

Dear Roger,

I want to thank you for meeting with us last month to review our proposed improvements at the Radwyn Apartments complex located on 275 S Bryn Mawr Avenue, Bryn Mawr, PA. As we discussed, Radwyn Apartments is proposing to construct two (2) small, separate buildings internally on the property. The first being a storage building, adjacent to an existing parking lot on the eastern side of the property. The 2,400 ± square foot (sf) storage building will solve the need for storage of seasonal equipment. The second building will replace the existing, antiquated pool house located adjacent to the pool. The upgrades to the pool house which will include workout facilities, larger changing rooms and bathrooms as well as social spaces for the residents of the community. The upgrades to the pool house are necessitated by the need to bring the community up to today's standards in a very competitive leasing market.

You may or may not be aware, of the Kaiserman Company, Inc.'s (Kaiserman) commitment to improving the community. Over the last couple of years, Kaiserman has installed additional landscaping, improved lighting and other cosmetic improvements to the community. Additionally, Kaiserman has installed a number of rain gardens within the community to aid in stormwater improvements. We are committed to the environment, and as such, have committed to Township staff we will exceed current stormwater management criteria for the two (2) proposed buildings. We have attached a sketch plan, indicating those areas where we will make improvements.





On behalf of my client, we respectfully request a waiver from the land development process. Both buildings combined, total no more than 5,000 square feet (sf), of impervious coverage; require no zoning relief, nor additional parking or other infrastructure improvements. These buildings are for the residents use only. It is our opinion; any engineering issues can be addressed during the grading permit application process.

Thanks for your time and look forward to answering any questions at your next public meeting. Until then, if you have any questions or comments, please don't hesitate to call.

Sincerely yours,

NePo Associates, Inc.

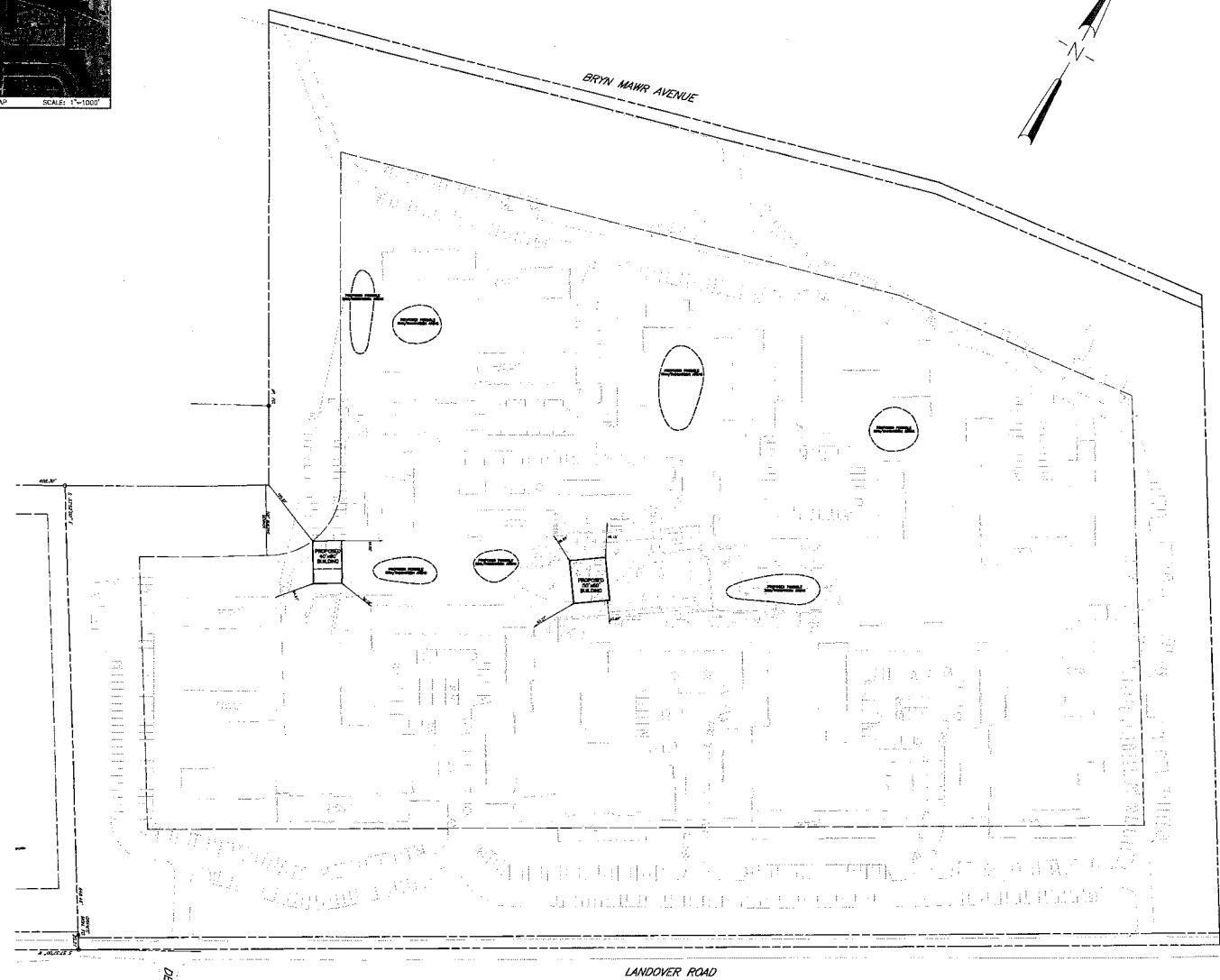
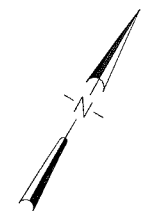
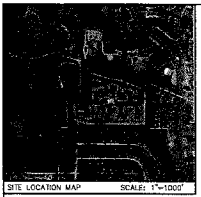
A handwritten signature in cursive script that reads "P.P. Staley".

Dan Popplewell, P.E.

DPP: mcr

Enclosures

cc: Mr. Larry Shontz (w/ enclosures)  
Mr. Joseph Cianfrani, Jr. (w/ enclosures)  
Mr. John Nagel (w/ enclosures)



**AREA and BULK REQUIREMENTS**  
PA: Planned Apartment District

Description	Required	Existing	Proposed
Lot Area	5 ac. min.	37.83 ac.	37.83 ac.
Lot Width	300 ft min.	1359 ft	1359 ft
Building Coverage	20% max.	13.11%	13.44%
Building Setback Line			
Front Yard	150 ft min.	149.8 ft	149.8 ft
Rear Yard	100 ft min.	-	-
Side Yard	100 ft min.	142.4 ft	142.4 ft
Open Space/Landscape	50% min.	59.7%	59.1%
Height of Structure	36 ft max.	36 ft	36 ft

**GENERAL NOTES**

- OUTBOUND PROPERTY INFORMATION TAKEN FROM PLAN PREPARED BY YERKES, ASSOCIATES DATED MARCH 6, 1991, TITLED "RADWYN APARTMENTS ALTA/ACSM LAND TITLE SURVEY".
- PLANIMETRIC INFORMATION TAKEN FROM PLAN PREPARED BY YERKES, ASSOCIATES DATED MARCH 6, 1991, TITLED "RADWYN APARTMENTS ALTA/ACSM LAND TITLE SURVEY" AND FROM A FIELD SURVEY PERFORMED BY NEPO ASSOCIATES, INC. DURING APRIL 2015.
- PROJECT LISTED WITH PENNSYLVANIA ACT 287, SERIAL NUMBER 20152383085. THE FOLLOWING UTILITY COMPANIES WERE NOTIFIED:
  - WINDSTREAM
  - AQUA PA
  - COMCAST CABLE COMMUNICATIONS
  - COMCAST CABLE
  - PECO
  - RADNOR TOWNSHIP
  - VERIZON PENNSYLVANIA

**LEGEND**

	EXISTING PROPERTY LINE
	BUILDING SETBACK LINE
	PROPOSED POSSIBLE SWM/RAIN GARDEN AREAS

**OWNER/APPLICANT**  
RADWYN APARTMENTS, LP  
275 S. BRYN MAWR AVENUE  
BRYN MAWR, PA. 19010

**RADWYN APARTMENTS**  
Radwyn Township, Delaware County, Pennsylvania

	<b>SKETCH PLAN</b>	Date: 3/2/16	SHEET <b>SK-1</b> OF 1.
	<b>NePo ASSOCIATES, INC.</b> Engineers, Surveyors & Environmental Scientists 408 S. JUNE ROAD, MALDEN, PA. 19368 (610) 425-0606 FAX(610) 255-3144	Scale: 1"=60' Drawn By: MMT Checked By: D.P.P. Project Eng.: D.P.P. Project No.: 004-14 Date: 03/02/16	

**ORDINANCE 2016-03  
RADNOR TOWNSHIP, PA**

**AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE  
COUNTY, PENNSYLVANIA, UPDATING THE 2016 CAPITAL  
BUDGETS BY AMENDING THE CAPITAL PLAN TO INCLUDE  
THE STORMWATER FUND CAPITAL PROGRAM PURSUANT  
TO THE HOME RULE CHARTER**

**WHEREAS**, the original 2016 Capital Plan did not include a capital budget for the Stormwater Fund (#04) to allow the Stormwater Management Advisory Committee time to review and make their recommended plan; and

**WHEREAS**, the Stormwater Management Advisory Committee has submitted a capital plan that has been incorporated into the Township-Wide Capital Plan; and

**WHEREAS**, The Board of Commissioners wishes to amend the 2016 Capital Plan previously adopted in Ordinance #2015-20 to include the attached Stormwater Fund Capital Plan.

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

That the amendments identified in Exhibit "A" attached hereto are incorporated into the Township's 2016 Capital Plan and Appropriation Budget.

**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 \_\_\_\_\_ day of March, 2016.

RADNOR TOWNSHIP

By: \_\_\_\_\_  
Name: James C. Higgins  
Title: President

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

Exhibit A | Ordinance 2016-03  
 Revised March 1, 2016

Projected Radnor Township Stormwater Budget 2016-2020  
 Prepared by: PRB. Mods by JJS  
 Date: 12/29/15

= Target % of SW funding (year-to-year).  
 = Differing from target % of SW funding

YEAR (actual \$ and %)	2015\$	2015%	2016\$	2016%	2017\$	2017%	2018\$	2018%	2019\$	2019%	2020\$	2020%
<b>PLANNED REVENUES</b>												
Stormwater Fee Revenue	\$1,010,500		\$1,010,500		\$1,110,500		\$1,010,500		\$1,010,500		\$1,010,500	
Previous Year Balance	\$1,615,853		\$2,267,442		\$544,701		\$139,731		\$16,766		\$16,766	
<b>PLANNED EXPENDITURES</b>												
Repair/Maintenance/MS4	\$212,228	21.0%	\$560,127	55%	\$185,470	17%	\$202,100	20%	\$202,100	20%	\$202,100	20%
Culvert assessments (5)			\$41,500									
Marlbridge Rd replace + inspect			\$244,000									
Marlborough Rd pipe purchase			\$14,627									
Mill Rd culvert - GF			\$160,000									
Televised inspection			\$100,000		\$50,000		\$50,000		\$50,000		\$50,000	
Total committed R/M/MS4 \$\$			\$560,127		\$50,000		\$50,000		\$50,000		\$50,000	
Unused R/M/MS4 \$\$			\$0		\$135,470		\$152,100		\$152,100		\$152,100	
Capital Improvements	\$60,000	5.9%	\$2,041,749	202%	\$1,200,000	108%	\$800,000	79%	\$677,035	67%	\$677,035	67%
N. Wayne Field SWM Basin Install			\$979,749									
North Wayne Station			\$30,000		\$100,000							
Middle School Connection			\$150,000									
Banbury Francis Way			\$607,000		\$600,000							
Township-wide assessment			\$275,000									
Total committed Capital \$\$			\$2,041,749		\$700,000		\$0		\$0		\$0	
Unused Capital \$\$			\$0		\$500,000		\$800,000		\$677,035		\$677,035	
Admin/ General SW Engineering	\$84,683	8.4%	\$80,840	8%	\$80,000	8%	\$80,840	8%	\$80,840	8%	\$80,840	8%
Rebate/Credit/Grants	\$2,000	0.2%	\$50,525	5%	\$50,000	5%	\$50,525	5%	\$50,525	5%	\$50,525	5%
%/\$ of current year fees	\$358,911	35.5%	\$2,733,241	270%	\$1,515,470	138%	\$1,133,465	112%	\$1,010,500	100%	\$1,010,500	100%
Year -End Balance	\$2,267,442		\$544,701		\$139,731		\$16,766		\$16,766		\$16,766	

## LEGAL NOTICE

Notice is hereby given that the Board of Commissioners of the Township of Radnor, Delaware County, Pennsylvania, will consider for possible enactment an ordinance, of which this Notice is a summary, updating the 2016 capital budgets by amending the capital plan to include the stormwater fund capital program pursuant to the Home Rule Charter.

The Board of Commissioners will hold a public hearing on March 14, 2016, at 6:30 p.m., at the Radnor Township Municipal Building, 301 Iven Avenue, Wayne, PA 19087 to consider the ordinance. Copies of the full text of the proposed ordinance are available at the Township offices, the Delaware County Law Library, and the offices of this newspaper during normal business hours.

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



January 13, 2015

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

**Re: Trail Implementation Proposal**

Dear Mr. Zienkowski:

Natural Lands Trust (NLT) is pleased to submit this proposal for trail planning and implementation within the Darby Paoli Road Greenway, including the Willows, Skunk Hollow and Sawmill Parks, and the newly acquired parcels, formerly of the Ardrossan Estate. Natural Lands Trust (NLT) is a 501(c)(3) non-profit land conservation organization dedicated to protecting the forests, fields and streams that are essential to the sustainability of life in eastern Pennsylvania and southern New Jersey. Since our founding in 1953, we have worked to restore and protect clean watersheds for native plants and animals, unspoiled areas for public enjoyment, and the beauty of our region's natural lands for generations to come. Today, we own and manage 42 nature preserves, totaling over 21,000 acres, and hold 302 conservation easements and other restrictions on more than 20,000 acres.

In addition to building and managing a system of protected lands, NLT has developed a consulting capacity to assist conservation-minded landowners in developing trail plans, implementing sound planning practices, and monitoring results to ensure goals are achieved. Over the past 25 years, we have worked with a broad client base of counties, municipalities, institutions, small land trusts, and others who have an interest in connecting people to nature, by providing access to the rich and complex habitats native to this region.

Our trail plans serve as guides to locating trails based on sound trail planning principles. The plans respond to existing features, such as soils, hydrology, topography and other natural features which may affect the integrity of a trail. They also highlight points of interest, such as beautiful views, interesting plant communities or water features, which can add interest and beauty to the trail user's experience.

Design recommendations are based on best management practices and decades of experience in the stewardship of Natural Lands Trust's trails, addressing stewardship issues and how to capitalize on opportunities to create more sustainable trails. Recommendations highlight approaches and techniques that will enhance the priorities for a site—whether they include improving circulation within a site, connecting to existing trails, providing educational opportunities, creating places for recreation, or simply providing a sanctuary that can be shared by wildlife and people.

Hildacy Farm Preserve  
1031 Palmers Mill Road  
Media, PA 19063

tel: 610-353-5587  
fax: 610-353-0517

info@natlands.org  
natlands.org

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*Conservation Services*



PA: The official registration and financial information of Natural Lands Trust, Inc. may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement. NJ: Information filed with the Attorney General concerning this charitable solicitation and the percentage of contributions received by the charity during the last reporting period that were dedicated to the charitable purpose may be obtained from the Attorney General of the State of New Jersey by calling 973-504-6215 and is available on the internet at [www.NJ.ConsumerAffairs.gov](http://www.NJ.ConsumerAffairs.gov). Registration with the Attorney General does not imply endorsement.



Our expertise in overseeing implementation and construction comes from our experience in developing our system of nature preserves. Most of the preserves include small built features such as trails, parking areas, signs, kiosks and bathrooms. Many also feature large, modern buildings such as management or maintenance centers. We commonly work with consulting engineers and architects to complete these projects. While we often use staff to oversee construction, we work with a contractor or an owner's representative when appropriate.

Trail planning and implementation for the Darby Paoli Road Greenway, will include the following scope of work and team members.

### **SCOPE OF WORK**

**A. Conceptual Design** – Natural Lands Trust shall lead the process to update the Darby Paoli Trails Plan, dated May 2015. The process shall include review of existing documents, meetings with Township officials and stakeholders, coordination of a series of public meetings, identification of funding sources and creation of an updated plan.

1. Review Existing Information including:
  - a. Existing Maps and Studies
  - b. Trail Location Sketch Plans
  - c. Historic Aerial Photographs
  - d. Information provided by the Township Working Group and All Trails Council
  - e. The Darby Paoli Trails Plan, May 2015
  - f. Existing agreements with Scouts and with tenant farmer
2. Meet with Township officials and volunteers to discuss proposed updates to the conceptual plan
3. Revise baseline mapping as necessary, including but not limited to:
  - a. Property boundaries
  - b. Nearby roads and structures
  - c. Hydrology
  - d. Topography
  - e. Soils
  - f. Landscape context
4. Conduct three public meetings:
  - a. Public Workshops – facilitate two (2) public workshops to collect public comments, identify opportunities, concerns and other important issues.
  - b. Public Presentation – facilitate a public meeting to present the final conceptual plan.



- c. Radnor Township shall be responsible for providing copies and materials, scheduling, coordinating, and advertising the public meetings.
5. Update Recommendations as necessary, including but not limited to:
  - a. Final Trail Corridor Alignment
  - b. Trail Surface Materials
  - c. Trail Related Stormwater Control Measures
  - d. Stream Crossings
  - e. Pasture Fencing
  - f. High School X-Country Course Considerations
  - g. Boy Scout Parcel Subdivision (per drawings provided by Radnor Township)
  - h. Connections to existing trails (Including, but not limited to: Montparnasse, Wagon Trail, Trails within Saw Mill Park, Skunk Hollow and The Willows)
  - i. Cost Estimates for Trail Construction, crossings at Saw Mill Road and Newtown Road, parking and other amenities, with assistance from Township Engineer
6. Identify Potential funding sources, including state and federal agencies and private foundations and determine requirements of each funder which may affect the design phase.
7. A digital copy of the draft documents will be submitted to Radnor Township for review. NLT will meet with Township representatives to review the draft, before finalizing the plan and report with suggested edits incorporated. Natural Lands Trust will submit one printed copy and one digital file of the final plan and report to Radnor Township.

#### **B. Selection of a Professional Engineer**

1. Natural Lands Trust shall lead the selection of a Professional Engineer, including preparation of RFP/ scope and related materials. The RFP/scope will include descriptions of necessary services to be provided by the engineer, to include, but not be limited to:
  - a. Surveying of the proposed trail corridor;
  - b. Delineation of wetlands and floodplains;
  - c. Engineered design of the trail fit for construction use;
  - d. Preparation of specifications to include: trail material cross sections, special features such as bridges and culverts, crosswalks and signals, etc.
  - e. Preparation of NPDES or other plans necessary for receipt of all required permits and other approvals
  - f. Preparation of detailed cost estimates for materials and construction labor





- g. Coordination with the project landscape architect (NLT) on design of stormwater management facilities.
    - h. Coordination with the project landscape architect (NLT) to ensure harmony between the engineered plan and the landscape plan.
    - i. Coordination with the project manager (NLT) in selecting a Construction Manager (CM).
  - 2. NLT shall schedule and conduct necessary interviews or other meetings with potential candidates.
  - 3. NLT shall negotiate an agreement with selected Professional Engineer, in coordination with Radnor Township.
- C. **Engineered Design Phase** – Natural Lands Trust shall oversee the professional engineer, as well as collaborate and coordinate where necessary. NLT shall perform the following tasks:
  - 1. Review and monitor the Engineer's schedule.
  - 2. Provide technical design review and oversight for all facets of design.
  - 3. Provide review of design specifications to ensure compliance with required standards and the conceptual design plan.
  - 4. Conduct meetings to ensure coordination of all interested parties.
  - 5. Provide monthly reports summarizing design progress, schedule, cost status changes and other significant information.
  - 6. Recommend alternative design solutions whenever details affect construction feasibility, budget or schedules.
  - 7. Work with the selected engineer to prepare a list of required permits. These may include but not be limited to: Delaware County Conservation District, Department of Environmental Protection, PennDOT and the Army Corps of Engineers.
  - 8. Coordinate with the selected engineer to schedule meetings with the necessary agencies and assist the engineer in permit applications as necessary.
  - 9. Determine the process for approvals of the project as well as synthesize the design and construction standards, criteria and regulations for Radnor Township.
  - 10. Participate in formal value engineering sessions, in coordination with the Engineer and Radnor Township including cost evaluations of alternative materials and systems as necessary.



11. Advise on schedule and sequence of construction projects. Develop and maintain a comprehensive program schedule of construction projects which document the sequence and time frame for each project and/or bid package.
12. Review payment requests, verify progress and advise Radnor Township on payments.
13. Ensure that Engineer prepares and provides final, approved, permitted set of bidding and construction documents.

#### **D. Landscape Plan**

1. NLT shall prepare a landscape plan, signed and sealed by a Landscape Architect, registered in the Commonwealth of Pennsylvania.
2. The landscape plan shall include the following:
  - a. Proposed plantings along the trail and within adjacent spaces.
  - b. Proposed plantings within the stormwater management areas.
  - c. Proposed plantings within parking areas.
  - d. Details regarding quantity, species, size and type of proposed plant material.
  - e. Notes and details regarding planting methods and standards, required maintenance, guarantee period, etc., in conformance with Radnor Township's planting standards.
  - f. Details and locations of other proposed amenities, which may include water fountains, bathrooms, bike pumps, benches, etc.

#### **E. Budget Review and Approval**

1. Upon the completion of the Engineered Design plan and the Landscape Plan, the final cost estimates will be reviewed by NLT, the selected Engineer and Radnor Township for approval.
2. NLT will continue work with Radnor Township in acquiring grant funding for construction costs. If the combination of grant funds and Township funds are adequate to undertake construction, the project will move forward to the construction phase. If additional funding is needed, construction will be delayed until such time as additional funds can be raised.

#### **F. Pre-Construction**

1. NLT, the Engineer and Radnor Township shall coordinate in selecting a Construction Manager.



2. NLT, in coordination with the Engineer, shall prepare an RFP/ scope of work to provide to potential Construction Management firms. The RFP/ scope will include descriptions of the necessary construction management services, which may include:
  - a. Bidding of construction work and all related responsibilities, in accordance with the final approved construction documents
  - b. Review construction schedules with NLT, Engineer and Radnor Township
  - c. Attendance at Pre-Construction meetings
  - d. Oversight of construction activities
  - e. Review payment requests, verify progress and process payments for approval.

**G. Construction** – Throughout construction, NLT shall coordinate with Radnor Township, the engineer, and the construction manager. NLT shall provide the following services:

1. Provide administration & management of the construction contracts in cooperation with the Engineer, Radnor Township and Construction Manager including:
  - a. Tabulate, compile, and check correctness of all expenditures related to the project.
  - b. Evaluate & make recommendations for change orders
  - c. Review contractor payment requests and verify progress when required.
  - d. Process payment requests for approval. Report potential budget and schedule variances and prepare recovery plans.
  - e. Reconcile payment requests and provide monthly cost, schedule updates and forecasts to NLT and the Design Team.
2. Coordinate schedule of work with the Engineer, CM and General Contractor.
3. Maintain communication with various local, county, state and federal agencies, as required.
4. Provide project site quality control inspection, including coordination with the Engineer, Radnor Township; CM, General Contractor, sub-contractors, and consultants to ensure compliance with the design.
  - a. Tour the jobsite with or without the Engineer and Radnor Township representatives, CM and/or general contractor on a weekly basis during construction.
  - b. Take note of and address any workmanship that is below quality standards or that does not conform to contract documents or specifications. C



- c. Work with Design Team, CM, Contractor, sub-contractors and NLT to resolve unsatisfactory and/or non-conforming work.
- 5. Attend semi-weekly jobsite Owner/Design Team/Contractor meetings to discuss and resolve field and administrative issues.

**H. Post Construction** – NLT shall perform the necessary tasks post-construction, to ensure that the project is completed. NLT’s tasks shall include:

- 1. Review Design Team & CM punch lists and coordinate work completion.
- 2. Ensure that the CM schedules instruction sessions with major material and equipment suppliers to orient and train appropriate staff for operation.
- 3. Ensure all as-built drawings, operation manuals, warranties, and closeout documents are delivered to Radnor Township in a timely manner.
- 4. Ensure all warranty work is completed to Radnor Township’s satisfaction by contractors.
- 5. Coordinate and conduct six and twelve month post-construction evaluations (or as guarantee periods expire).
- 6. Complete final accounting results and close-outs for final approval.

**COSTS AND WORKING ARRANGEMENTS**

Natural Lands Trust is a non-profit conservation organization chartered as a public charity under section 501(c)(3) of the Internal Revenue Code. We have a strong interest in working closely with private landowners, municipalities, and other non-profit organizations where our involvement will facilitate a responsible approach to land use and conservation.

Section A - Conceptual Design Update.....	\$8,725
Section B - Selection of Professional Engineer.....	\$5,200
Section C - Engineering Design Phase.....	\$7,650
Section D - Landscape Plan.....	\$4,500
Section E - Budget Review.....	\$1,800
Section F - Pre Construction Phase.....	\$3,220
Section G - Construction Phase.....	\$9,600
Section H - Post Construction Phase.....	\$9,760
Section I - Contingency 10%.....	\$5,045
<b>TOTAL PROJECT COST.....</b>	<b>\$55,500</b>

We propose work to begin on or about February 1, 2016 and to be completed on or about June, 2019.



## TEAM MEMBERS

Natural Lands Trust will coordinate and implement all tasks in the scope of work detailed in the previous section. We will staff this project with the following team of professionals:

***Peter Williamson, RLA, Vice President***, is a registered landscape architect with twenty-three years of professional experience. Mr. Williamson is responsible for administering all of the Trust's land acquisition, conservation planning, and municipal assistance activities. Before undertaking this role, he served as NLT's Director of Land Protection for seven years. Prior to focusing on land protection, he also authored a variety of river corridor and landscape-scale projects, including the "Ridley Creek River Conservation Plan" --one of the first Commonwealth-sponsored river conservation plans -- adjoining lands protection plans for Gettysburg National Military Park and the Fairmount Park system, master plans for limited development, preserve master plans, and educational publications. Mr. Williamson has been an employee of Natural Lands Trust since 1989.

***Richard M. Tralies, RLA, Director of Municipal Planning***, holds a bachelors degree in landscape architecture and has over 13 years of professional experience. He works on all aspects of NLT's Growing Greener: Conservation by Design program, which includes significant educational, outreach and technical assistance components. He represents the Growing Greener program at conferences and workshops. Mr. Tralies also provides technical assistance to municipalities and land owners in need of trail design, stewardship, and maintenance planning services. Prior to joining the Trust in 2008, he was a Planner/Landscape Architect at Boucher & James, Inc., Consulting Engineers, acting as a planning and landscape architecture consultant to Townships in Bucks, Montgomery and Northampton Counties.

***Megan Boatright, Manager of GIS and Cartography Services***, joined Natural Lands Trust in 2007 and completed her M.A in Geography at West Chester University in 2009. Using GPS technology and GIS, she creates maps for conservation easements, land acquisitions, and municipal planning. She has been involved in stewardship plan mapping for the Lehigh Gap Wildlife Refuge and the Haverford Community Park. She has also worked on several public visitation plans for NLT preserves and is a principal member of the Progressive Technology Committee. Recently, Megan has been working to provide Google Earth training to municipal officials and other conservation organizations in the region. Her interest in conservation GIS began at The Evergreen State College in Olympia, WA, where she received her B.A. in 2000.

***Robert W. Johnson, Director, Building Stewardship***, oversees the construction, restoration, and repairs of all the structures on our preserves, many of which are centuries-old barns and farmhouses. Prior to working for Natural Lands Trust, Bob was as an engineer with the Pennsylvania Air National Guard (PAANG), and



worked alongside his father in the family's carpentry and masonry business, Johnson & Son Construction Co.

*Steve Longenecker, Field Supervisor*, assists, oversees and contributes to repairs and construction of buildings on our preserve. His favorite project so far has been the construction of the Bear Creek Management Center at our 3,412-acre preserve in Bear Creek Township, PA. Prior to joining Natural Lands Trust, Steve worked as a carpenter for a residential general contractor. He is certified in Lead Remediation.

We ask that staff and volunteer time be allocated, at the discretion of the Board of Commissioners, to assist NLT with collection of existing materials and information, review of our work and as general advisors to the project. If this letter is acceptable as a contractual agreement, we request your acknowledgement by signing in the space below and returning one copy to me.

Thank you for providing Natural Lands Trust with the opportunity to collaborate on this project. Should you have any questions or would like to discuss modifications to this proposal in any way, please feel free to contact me at (610) 353-5587, ext. 262 or [rtrialies@natlands.org](mailto:rtrialies@natlands.org).

Sincerely,

Richard M. Trialies, RLA  
Director of Municipal Planning

Accepted by:

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

Radnor Township

Discussion on Sidewalks along  
Lancaster Avenue –  
Township Manager Zienkowski

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MEMORANDUM SWMAC-2016 -01

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**TO:** RADNOR TOWNSHIP BOARD OF COMMISSIONERS (BOC)  
**FROM:** STORMWATER MANAGEMENT ADVISORY COMMITTEE (SWMAC)  
**SUBJECT:** RE: RECOMMENDATION TO RESTORE/MAINTAIN NORTH WAYNE FIELD BASIN  
**DATE:** MARCH 10, 2016  
**CC:** FILE

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At tonight's SWMAC meeting, we reviewed proposed Radnor Ordinance 2016-03 (Radnor Stormwater Budget 2016-2020) which was publically provided. We noted that a capital improvement allocation for 2016 in the amount of \$979,749 has been added to the SWMAC recommended budget that was presented at the February 22, 2016 BOC meeting. Realistically, any North Wayne Field (NWF) Stormwater mitigation construction is likely to take years to commence. In the interim, the SWMAC unanimously voted 6-0 to strongly recommend to the BOC that the current NWF stormwater system be inspected and cost to restore and maintain this system is obtained. To expedite this process, we further recommend that you immediately direct Radnor's Stormwater Administrator, CH2M, to develop an RFP for the repair/restoration of the NWF basin. This is a sound short-term action until a long-term stormwater solution is implemented. Restoration and maintenance of the existing underground NWF Stormwater system is the responsibility of Radnor Township to protect both the safety and property of our residents.





Authorization to file a Complaint  
to remove unsafe structure at  
228 Willow Avenue

**RADNOR TOWNSHIP**  
**Delaware County, Pennsylvania**

**ORDINANCE NO. 2016-04**

**AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AMENDING CHAPTER 280, ZONING, OF THE CODE OF THE TOWNSHIP OF RADNOR, AMENDING REGULATIONS CONCERNING MUNICIPAL SERVICES/USES IN ALL ZONING DISTRICTS ON LANDS OWNED, OPERATED, LEASED, AND/OR MAINTAINED BY RADNOR TOWNSHIP.**

*The Radnor Township Board of Commissioners does hereby ENACT and ORDAIN, as follows:*

**ARTICLE I      General Regulations**

Section 115.5 of Chapter 280, Zoning, of the Code of the Township of Radnor is hereby amended to read as follows:

**§280-115.5 Municipal services/uses**

When approved by the Board of Commissioners and located on lands owned, operated, leased, and/or maintained by Radnor Township, the following services/uses shall be permitted as **principal and/or** accessory use(s) in all zoning districts:

- A. All township buildings, structures, services, and uses including, but not limited to the following: governmental offices; garages for the storage of tools, equipment and vehicles; police and emergency services; transportation and pedestrian safety improvements; utilities; renewable energy facilities; recreational facilities and appurtenances; **libraries**; information resources; **parking structures and lots**; signs; and the use of land for the stockpiling of materials used by the municipality in its municipal functions.
- B. Preferred Parking: One (1) off-street parking space for every four (4) seats in meeting areas or one (1) off-street parking space for each two hundred (200) square feet of gross floor area, whichever requires the greater number of off-street parking spaces, plus one (1) off-street parking space for every employee. This standard shall be used as a guideline only. Required parking shall be based on the needs as determined by the Board of Commissioners.
- C. Area and Dimensional Requirements: Any improvement project shall be subject to the underlying district regulations unless otherwise approved by the Board of Commissioners.
- D. Natural resource protection and buffer yards shall be as required in the underlying district unless otherwise approved by the Board of Commissioners.

- E. Notice of any proposed project shall be provided to adjacent property owners within 500 feet of the subject site.
- F. Wherever there is a conflict or inconsistency between these regulations and other definitions and regulations of this Chapter, the regulations set forth in this section shall govern.

**ARTICLE II REPEALER**

All other Township ordinances or parts of ordinances which are inconsistent herewith are hereby repealed but only to the extent of such conflict.

**ARTICLE III SEVERABILITY**

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

**ARTICLE IV EFFECTIVE DATE**

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

*ENACTED* and *ORDAINED* this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2016.

**RADNOR TOWNSHIP**

By: \_\_\_\_\_  
Name: James C. Higgins  
Title: President

ATTEST: \_\_\_\_\_  
Robert A. Zienkowski  
Manager/Secretary

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



**FROM:** Kevin W. Kochanski, Community Development Director  
**SUBJECT:** Municipal Services/Uses Ordinance Amendment  
**DATE:** March 14, 2016

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**LEGISLATION:**

Ordinance #2016-04 Amending Chapter 280 of the Radnor Code, Zoning Ordinance, Section 115.5 Municipal Services/Uses to clarify the use category contemplated by this Ordinance on lands owned, operated, leased and/or maintained by Radnor Township.

**LEGISLATIVE HISTORY:**

The original ordinance was adopted by the Board of Commissioners in August of 2013. The intent was to allow limited development of municipally controlled property. During the initial submission of the land development plans for the Radnor Memorial Library, it was discovered that the wording as adopted only applied to accessory uses and not principal uses. Since the Library is a Principal Use, the ordinance that was adopted for these types of projects is not applicable in this case. The proposed amendment addresses this oversight by allowing a Municipal Use as a Principal and/or Accessory use. The Ordinance also specifically lists "Libraries" and "parking structures and lots" as specific examples of the types of permitted uses. While these were allowed under the current language, the addition of these terms to the ordinance only provides further clarity to the regulations.

Other than these minor clerical changes, there are no other changes to the regulations for Municipal Services/Uses

Delaware County Planning Commission – Comments are expected prior to the adoption hearing.

Radnor Township Planning Commission – Comments are expected prior to the adoption hearing.

**FISCAL IMPACT:**

This ordinance is expected to have a positive impact on the Budget by streamlining of the approval process for municipal projects.

**RECOMMENDED ACTION:**

The Staff would respectfully recommend that this Ordinance be Introduced on March 14, 2016 and adopted on April 11, 2016.

Thank you for your consideration.