

AGENDA

BOARD OF COMMISSIONERS

Monday, August 15, 2016 - 6:30 PM

Pledge of Allegiance

Notice of Executive Session on August 15, 2016

1. Consent Agenda

- a) Disbursement Review and Approval: 2016-07C, 2016-07D, 2016-08A
- b) Approval of Minutes of the Board of Commissioners meeting of July 18, 2016
- c) Acceptance of Monthly Department Reports
- d) Staff Traffic Committee Meeting Minutes of July 20, 2016
- e) Resolution 2016-79 - Renewing the Township's property, general liability, auto, police professional, public officials, employee practice, & umbrella insurance coverages for the period beginning August 1, 2016 - August 1, 2017
- f) Resolution 2016-82 - Awarding the capital lease financing for various Public Works vehicles to US Bancorp at an interest rate of 1.547% for a term of five years
- g) Resolution 2016-83 - Amending the Township's engagement with Flamm Walton Heimbach and Lamm, PC who serves as the Township's business tax solicitor
- h) Consideration of a Motion to Approve the Certificate of Appropriateness:
 - HARB-2016-10 – 218 South Aberdeen Avenue – Addition of two (2) gable dormers to second floor roof.
 - HARB-2016-11 – 401 Midland Avenue – Amend previous HARB decision (HARB-2016-06). The proposed design was revised in order to reduce the expansion of the existing non-conformity along Pembroke Avenue.
- i) Motion to Receive Sealed Bids for the 2016 Superpave Resurfacing Project - Part II
- j) Resolution #2016-85 - Awarding the Cleaning, Televising, Locating Project to TLC Drain and Sewer, Incorporated
- k) Resolution #2016-86 - Award of the Contract for Line Striping of Township Roads to Guidemark, Incorporated
- l) Resolution #2016-87 - Award of the Highview Outfall Design to Gannett Fleming, Incorporated
- m) Resolution #2016-88 – Sale of Surplus Parking Meters to Meter Products
- n) Motion to Appoint Solicitor to the Code Appeals Board and Rental Housing Board of Appeals
- o) Motion to receive Sealed Bids for the Morris Road Pedestrian Safety Improvements Project
- p) Resolution #2016-90 – Approving the Proposal for Public, Educational and Governmental Access Consulting Services from CBG Communications, Inc.

2. Public Participation

3. Committee Reports

PUBLIC WORKS & ENGINEERING

- A. Resolution #2016-89 - Approval of the Easement Agreement with PECO Regarding Sidewalks by the North Wayne Avenue Municipal Parking Lot

PERSONNEL & ADMINISTRATION

- B. Ordinance #2016-09 – (*Adoption*) –The Sports Legends of Delaware County Museum Lease Extension

COMMUNITY DEVELOPMENT

- C. Authorization to file complaint regarding 713 Miller Street – Property Maintenance Compliance

PARKS & RECREATION

- D. Authorization for the Township Solicitor to file Amicus Brief in support of Papermill Road Trail with Newtown Township

PUBLIC SAFETY

FINANCE & AUDIT

LIBRARY

PUBLIC HEALTH

Old Business

New Business

Public Participation

Adjournment

RADNOR TOWNSHIP
DISBURSEMENTS SUMMARY
August 15, 2016

The table below summarizes the amount of disbursements made since the last public meeting held on July 18, 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>

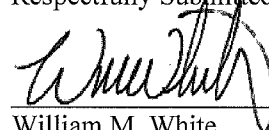
Fund (Fund Number)	2016-7C July 14, 2016	2016-7D July 29, 2016	2016-8A August 5, 2016	Total
General Fund (01)	161,902.51	375,695.34	146,674.88	\$684,272.73
Sewer Fund (02)	2,138.11	24,266.85	3,070.10	29,475.06
Storm Sewer Management (04)	38,510.05	27,545.30	0.00	66,055.35
Capital Improvement Fund (05)	354.91	67,894.72	0.00	68,249.63
Police Pension Fund (07)	0.00	4,371.99	0.00	4,371.99
OPEB Fund (08)	0.00	127,256.60	386.98	127,643.58
Civilian Pension Fund (11)	0.00	3,896.56	0.00	3,896.56
Investigation Fund (12)	216.60	0.00	2,160.00	2,376.60
Grants Fund (16)	37.99	0.00	0.00	37.99
Police K-9 Fund (17)	0.00	300.00	0.00	300.00
\$8 Million Settlement Fund (18)	0.00	178,868.91	0.00	178,868.91
Parks & Open Space Fund (22)	2,739.07	0.00	0.00	2,739.07
The Willows Fund (23)	0.00	5,520.41	48.70	5,569.11
Library Improvement Fund (500)	1,145.00	2,144.05	0.00	3,289.05
Total Accounts Payable				
Disbursements	\$207,044.24	\$817,760.73	152,340.66	\$1,177,145.63
<i>Electronic Disbursements</i>	n/a	n/a	n/a	1,722,279.29
Grand Total	\$207,044.24	\$817,760.73	\$152,340.66	\$2,899,424.92

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 September 12, 2016

Description	Account No.	Date	Purpose	Amount
Credit Card Revenue Fees - Estimated	Various Funds	8/10/2016	7/16 Credit Card Revenue Processing Fees	\$5,000.00 *
Credit Card Revenue Fees - Estimated	Various Funds	9/10/2016	8/16 Credit Card Revenue Processing Fees	\$5,000.00 *
Payroll [Pension] Transaction - Estimated	07-492-4980	9/1/2016	9/16 Police Pension Payments	\$186,839.03
Payroll [Pension] Transaction - Estimated	11-495-4980	9/1/2016	9/16 Civilian Pension Payments	\$129,240.26
Payroll [Bi-Weekly] Transaction - Estimated	01-various	8/11/2016	Salaries and Payroll Taxes - General Fund	\$450,000.00
Payroll [Bi-Weekly] Transaction - Estimated	02-various	8/11/2016	Salaries and Payroll Taxes - Sewer Fund	\$15,000.00
Payroll [Bi-Weekly] Transaction - Estimated	17-various	8/11/2016	Salaries and Payroll Taxes - K-9 Fund	\$400.00
Payroll [Bi-Weekly] Transaction - Estimated	01-various	8/25/2016	Salaries and Payroll Taxes - General Fund	\$450,000.00
Payroll [Bi-Weekly] Transaction - Estimated	02-various	8/25/2016	Salaries and Payroll Taxes - Sewer Fund	\$15,000.00
Payroll [Bi-Weekly] Transaction - Estimated	17-various	8/25/2016	Salaries and Payroll Taxes - K-9 Fund	\$400.00
Payroll [Bi-Weekly] Transaction - Estimated	01-various	9/8/2016	Salaries and Payroll Taxes - General Fund	\$450,000.00
Payroll [Bi-Weekly] Transaction - Estimated	02-various	9/8/2016	Salaries and Payroll Taxes - Sewer Fund	\$15,000.00
Payroll [Bi-Weekly] Transaction - Estimated	17-various	9/8/2016	Salaries and Payroll Taxes - K-9 Fund	\$400.00
Period Total				\$1,722,279.29

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>
\$450,000.00	7/14/2016	Salaries and Payroll Taxes - General Fund	\$439,618.73
\$15,000.00	7/14/2016	Salaries and Payroll Taxes - Sewer Fund	\$15,342.66
\$400.00	7/14/2016	Salaries and Payroll Taxes - K-9 Fund	\$271.28
\$465,400.00			\$455,232.67
\$450,000.00	7/28/2016	Salaries and Payroll Taxes - General Fund	\$460,906.74
\$15,000.00	7/28/2016	Salaries and Payroll Taxes - Sewer Fund	\$14,355.23
\$400.00	7/28/2016	Salaries and Payroll Taxes - K-9 Fund	\$271.28
\$465,400.00			\$475,533.25

TOWNSHIP OF RADNOR
Minutes of the Meeting of July 18, 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

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

Also Present: *Robert A. Zienkowski, Township Manager; John Rice, Township Solicitor; William White, Finance Director; Steve Norcini, Director of Public Works; Tammy Cohen, Director of Recreation Programming; William Colarulo, Superintendent of Police; Lt. Andrew J. Block; Lt. Christopher B. Flanagan; Cpl. Kevin Gallagher; Cpl. Walter Sherman; Robert Tate, Assistant Finance Director; Joseph Rudolf, Township Labor Attorney; Erin Galbally, Township Labor Attorney; Roger Philips, Township Engineer; and Amy Lacey, Radnor Township.*

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

President Ahr led a moment of silence in recognition and memory of those who lost their lives to violence, to their loved ones and to their communities in Louisiana, Wisconsin, Texas, France and Turkey.

Notice of Executive Session on July 18, 2016

All commissioners were in attendance at the July 18, 2016 executive session; where matters of personnel, real estate and litigation were discussed.

1. Recognition of Radnor High School Baseball Team

Commissioner Ahr and Commissioner Schaefer presented the Radnor High School Baseball Team with plaques commemorating their 2016 season which ended with the District Championship.

2. The Sports Legends of Delaware County Museum – Emlen Tunnel Additional Display Items Presentation

Jim Vankoski of Sports Legends of Delaware County presented awards given to Emlen Tunnel from the Coast Guard in honor of his military career.

3. Radnor Township Police Department Presentation – Community Oriented Policing

Mr. Zienkowski introduced a presentation of programs offered by the Police Department in an effort to be proactive in Community Oriented Policing. Mr. Zienkowski stated how proud he is of the Radnor Police Department. Mr. Zienkowski announced there was meeting with the Faith communities last Tuesday evening and thanked them for the open conversation with the

Township. He added this is a good start to hear their concerns and set a course for future meetings and communication. The Township looks forward to those future meetings.

Superintendent Colarulo made a statement concerning his prior statements made to the press.

Lieutenant Flanagan made an announcement of a seminar which will be held on August 3, 2016 in the Radnorshire Room to review with the community the different programs that will offered at the Police Department. The list includes the Citizens Police Academy, Radnor Townwatch, Radnor Community Emergency Response Team, Religious Institute Ride-Along program, and Radnor Community Programs.

2. Public Participation

Kim Crews-Engelhard, Class Lt of the 2016 Citizens Police Academy spoke in support of the police department.

Kim Crews-Engelhard for the Garrett Hill Rosemont 4th of July Parade and thanked the Township and gave a report on the 4th of July Parade.

Reverend Lori Sweigard and Reverend Tom Beers of Central Baptist Church read a statement on behalf of the Black Lives Matter movement.

Ann Minnicozi of 129 Radnor Avenue announced the Community Breakfast of the Main Line Undoing Racism Day to be held on September 14th and also read the minutes from the meeting between the Faith Community and the Township held on Tuesday, July 12.

Jon Wannenburg of 313 Oak Terrace read a list of points to be considered moving forward with regard to Supt. Colarulo' s statement and racial issues.

June Coleman of Lower Merion Township spoke about the lack of diversity on the police force.

Marjorie Gonzlaes of Media spoke in regards to race relations.

Crystal Barn of Ardmore spoke in regards to race relations.

Pam Deans of Plymouth Meeting thanked the Radnor Police Department for their treatment of her brother who used to live in the Township and spoke of race relations.

Toni Bailey of Conestoga Village spoke about the Villanova CARE meetings and requested they be televised and then in support of the Superintendent and the Police Department.

John Riccutti of Villanova spoke in support of the Radnor Police Department.

Nora Liu of Bryn Mawr spoke in support of the Radnor Police Department and uniting with the community.

Dr. Ed Liu of Bryn Mawr spoke in support of the Radnor Police Department.

Nicole Ryman of Tredyffrin Township spoke of racial relations.

Reverend Perry Messick of the First Baptist Church of Collingdale spoke of the benefit police chaplains and the faith community.

Peggy Gaskins of Rosemont spoke of working with the Radnor Police Department and her life within Radnor Township.

Dr. Joe Ferroni of Bryn Mawr, a member of the 2015 Citizens Police Academy, spoke in support of the Radnor Police Department.

Kevin Stohman spoke in regards to race relations.

Reverend Howard Childs of Second Baptist Church in Radnor spoke in support of the Radnor Police Department and also of race relations.

Steve Chandy, student of Eastern University spoke of race relations.

Michelle Skellengurupolous spoke of race relations.

Manuel Howard spoke in regards to race relations.

Dan Sherry of Wayne spoke in support of Supt. Colarulo.

Lisa Yocum spoke in regards to race relations.

Tom Ebersole, Sr. Pastor of Wayne United Methodist spoke of race relations.

Lori Sweigard of Central Baptist Church spoke again of race relations.

3. Consent Agenda

- a) Disbursement Review and Approval: 2016-06E, 2016-06F, 2016-07A, 2016-07B
- b) Acceptance of Monthly Department Reports
- c) Approval of Minutes of the Board of Commissioners meeting of June 13, 2016 and June 27, 2016
- d) Consideration of a Motion to Approve the Certificate of Appropriateness:
 - HARB-2016-09 – 414 Radnor Street Road - Amending previous HARB decision (HARB-2016-07) with regards to the rear addition and garage.
- e) Resolution #2016-72 - Authorizing the Purchase of Bleacher Equipment and Installation; Removal of Existing Bleachers and Partition Wall; and Installation of Safety Protection on Remaining Partition Wall Appurtenances for Radnor Activity Center at Sulpizio Gymnasium

Commissioner Clark made a motion for the Consent agenda to be approved, seconded by Commissioner Higgins. Motion passed 7-0.

4. Committee Reports

FINANCE & AUDIT

A. Q2 Finance Update Report

William White, Finance Director presented the 2nd Qtr. Finance update. Presentation can be found on the website. Commissioner Higgins asked about the revenue in the Act 511 collections. Commissioner Booker asked about the 3rd party census contractor. Commissioner Curley asked about the Stormwater Fund and a project that has funds earmarked.

PUBLIC WORKS & ENGINEERING

B. Ordinance #2016-08 – (Adoption) - Amending Certain Provisions Of Ordinance 1987-19 As Incorporated In The Radnor Township Code Under Article I “County Disposal Agreement,” §240-11.C. “Joint Cooperation Agreement.” Subsection C. To Renew Its Agreement with The County of Delaware, Pennsylvania for Regulating the Disposal of Municipal Solid Waste from The Township Set to Expire On April 7, 2017 For an Additional Twenty-Five (25) Years

Commissioner Booker asked if there is an alternative to the Township using this site. There was discussion among the Board if it was wise to enter into a 25-year program and if this was the only site the Township could use.

Public Comment

Sara Pilling of Garrett Avenue spoke about the Ordinance.

Commissioner Higgins made a motion to approve, seconded by Commissioner Schaefer. Motion passed 7–0.

C. Resolution #2016-68 - Lower Merion Sewer Agreement

Steve Norcini stated the majority of Villanova University sewer flow would switch to Lower Merion Township. There was discussion about the rate differential between Radnor Township and Lower Merion Township.

Public Comment

Roberta Winters of 326 Williams Road asked if there was a timeline to this agreement.

Commissioner Higgins made a motion to approve, seconded by Commissioner Nagle. Motion passed 7–0.

PUBLIC SAFETY

D. Resolution #2016-70 - Approving the Memorandum of Understanding Between Radnor Township and Villanova University Regarding Police Jurisdiction and Operations

Commissioner Schaefer recused herself.

Commissioner Nagle asked if the Chief was comfortable with this agreement. John Rice commented Villanova University understands it’s a one-year agreement, and it sets more cooperation between Villanova University and the Radnor Police Department.

There was much discussion on the jurisdiction Villanova University has on the roads surrounding the campus, as well as the jurisdiction Radnor Township will have on the university. The agreement will be reviewed 60 days prior to the end of the one-year term.

Commissioner Ahr made a motion to approve, seconded by Commissioner Clark. Motion passed 5 -1, with Commissioner Booker opposed.

Commissioner Higgins made a motion to extend meeting for 25 minutes, seconded Commissioner Clark. Motion passed 7-0.

PERSONNEL & ADMINISTRATION

E. Ordinance #2016-09 – (Introduction) – Approval of The Sports Legends of Delaware County Museum Lease Extension

Mr. Zienkowski presented a lease extension for the Sports Legends of Delaware County.

Commissioner Nagle made a motion to approve; seconded by Commissioner Higgins. Motion passed 7-0.

COMMUNITY DEVELOPMENT

F. Motion to authorize execution of Memo of Understanding with Radnor Crossing Apartments to allow temporary parking on the tennis courts at the property

Mr. Sean Whaling representing Radnor Crossing, presented for approval a memo of understanding for temporary parking on the current tennis courts while renovations commence and a more permanent plan for resident parking can be executed. Radnor Crossing has met with Township staff concerning this. The proposed plan includes adding 220 square feet of crushed stone and screening. There is no stormwater management required for this project due to the size. There was a discussion concerning the neighboring properties of Radnor Crossing. Radnor Crossing agreed to meet with the neighbors living in the adjacent properties to help address their concerns of stormwater remediation. There was discussion as to the long-term plan and concerns that this temporary plan could turn permanent. Mr. Zienkowski suggested that he, the Solicitor Rice and the Fire Marshall work with Radnor Crossing to come up with a solution to the parking issue.

Public Comment

Jessica Scully, of Scully Company, who owns the Radnor Crossing property, wants relief for the residents for lack of parking.

Deborah Wissel, a resident who lives adjacent to the tennis courts, voiced her concerns that this is the cheapest option and that it will become a parking lot permanently.

Commissioner Curley made a motion to approve the Memo of Understanding with the caveat that Radnor Crossing will meet with the neighboring properties to address their concerns and to take best efforts to mitigate the impact of the stormwater from the new parking area subject to the satisfaction of the Township Engineering; seconded by Commissioner Nagle. Motion passed 5-2, with Commissioners Schaefer and Booker opposed.

PARKS & RECREATION

Commissioner Nagle announced the annual Night at the Ballpark, scheduled for July 20th and the grand re-opening of the skate park, called the Skate Jam on July 23rd.

LIBRARY - None

PUBLIC HEALTH

Commissioner Nagle stated he did a show on Channel 21 show with Lt. Block, and members of the Health Board, concerning the opioid situation. Everyone is encouraged to watch.

Old Business - None

New Business

Commissioner Booker inquired about the Radnor Enhancement Community Trust; specifically, with regard to the amount of money and how the Township is able to utilize the funds. Commissioner Nagle stated the Township takes various projects to the RECT Board for their support from the fund.

Commissioner Schaefer announced a town hall meeting for 4th Ward at Rosemont Presbyterian Village; at 7:15 p.m.

Commissioner Higgins made a motion to extend meeting 10 minutes, seconded by Commissioner Clark. Motion passed 4-3with Commissioners Booker, Curley and Nagle opposed.

Public Participation

Roberta Winters from the League of Women Voters read a statement relating to open access records and public participation. It is the opinion of the League of Women Voters that all meetings should be recorded.

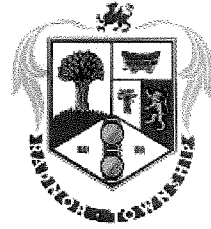
There being no further business, the meeting adjourned on a motion duly made and seconded.

Respectfully submitted,

Amy Lacey

Interoffice Memorandum

TO: BOARD OF COMMISSIONERS
FROM: KEVIN KOCHANSKI, DIRECTOR
DEPARTMENT OF COMMUNITY DEVELOPMENT
SUBJECT: JULY MONTHLY REPORT
DATE: AUGUST 1, 2016
CC: ROBERT A. ZIENKOWSKI, TOWNSHIP MANAGER



**Community Development
Department**

Attached for your review is the Community Development Monthly Report for the month of July 2016. Please note the following highlights:

- Building Permit Fee Revenue totaled \$69,090.00 with 68 permits issued
 - Electric Permit Fee Revenue totaled \$25,176.00 with 46 permits issued
 - Mechanical Permit Fee Revenue totaled \$5,171.00 with 26 permits issued
 - Plumbing Permit Fee Revenue totaled \$4,401.00 with 26 permits issued
 - Zoning Permit Fee Revenue totaled \$1,050.00 with 14 permits issued
 - Design Review Board Application Fee Revenue totaled \$1,700.00 with 11 applications received
 - Historic and Architectural Review Board Revenue totaled \$50.00 with 1 application received
 - Zoning Hearing Board Revenue totaled \$1,450.00 with 2 application received
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- | | |
|---|----------------|
| • Permit and application revenue for July 2016: | \$ 108,088.00 |
| • Permit and application revenue year to date: | \$1,142,632.00 |
-
- | | |
|---|-------|
| • Permits and applications for July 2016: | 194 |
| • Permits and applications year to date: | 1,549 |
-
- | | |
|--|-------|
| • Inspections conducted for July 2016: | 685 |
| • Inspections conducted year to date: | 4,237 |

Radnor Township

RECREATION & COMMUNITY PROGRAMMING DEPARTMENT MAY – JULY 2016 REPORT

Events/Excursions/Programs

Spring Programs:

- After School Chess at Ithan Elementary with Shining Knights (23 participants)
- After School Science at Ithan Elementary with Professor Bob (20 participants)
- Junior & Adult Tennis Lessons with David Broida (41 participants)
- Men's Basketball (27 participants)
- School's Out Program with Jump Start Sports (4/26 – 24 participants)
- Spring Break Sports Camp with Jump Start Sports (47 participants)
- Spring Break Soccer Camp with World Cup Sports Academy (27 participants)
- Spring Junior Soccer with Soccer Shots (80 participants)
- Spring Junior Soccer with World Cup Sports Academy (57 participants)
- Spring Multisport Camp with Young Sports (cancelled/low enrollment)
- Spring Tennis with Pam Rende (30 participants registered)
- Preschool T-ball with Jump Start Sports (96 participants)

Summer Programs:

- **Radnor Day Camp (249 participants/49 on waitlist)**
- **Summer Preschool Camp (45 participants/3 on waitlist)**
- Summer Men's Basketball (17 participants)
- Summer Tennis with Pam Rende (20 participants)
- **NEW** Racquet-Sport Camp with Pam Rende (4 registered to date)
- Summer Soccer Shots (29 participants)
- Summer Chess Camp (6 registered to date)
- WCSA Summer Camps:
 - Survivor Nature Camp (178 registered/5 weekly sessions)
 - Slam Dunk Basketball (19 participants)
 - Soccer in July (37 participants/2 sessions)
 - All Star Sports (13 registered to date/2 sessions)
 - High School Soccer 'Boot Camp' (8 participants)
- Jump Start Sports
 - Multi-Sport Summer Camp (65 registered to date)
 - Summer T-ball (18 participants)
- Harry Potter Magical University Camps (35 registered/2 weekly sessions)
- Theatre Horizon Camps (Week 1 cancelled/low enrollment; 24 registered remaining 2 weeks)

PRPS Discount Ticket Program

- Ski Resort Tickets (114 sold winter 2016)
- Amusement Park Tickets (195 sold to date 2016)
- Regal Movie Discount Ticket Program (137 movie tickets sold to date 2016)

Community Events:

- Grand Opening of the Delaware County Sports Hall of Fame Museum on Saturday, May 7th at the Radnor Township Building
- Sarah McCarron Skunk Hollow Conservation Day on Sunday, May 15th
- Back to Camp Night on Wednesday, June 15th (111 families in attendance – 94 Radnor Day Camp; 17 Preschool Camp)
- Great American Backyard Campout on Saturday, July 25th at the Willows (334 total registrations; 279/afternoon; 289/overnight)
- Clem Macrone Park Project Groundbreaking on Monday, July 4th
- Chico's Vibe Concert on Thursday, July 14th at Bo Connor Park (estimated 500 in attendance)
- Night at the Ball Park & Fireworks on Wednesday, July 20th at Encke Park (estimated 1,500 in attendance)

Additional Programming Activity:

- Met with spring/summer/fall programming and event vendors/instructors, developed program and camp details, developed contractual agreements, and coordinated facility schedules.
- Attended PA Recreation & Parks Society workshop on the current Child Protective Services Laws and continued to administer these laws relative to our programming.
- Sat for PA Department of Human Services Mandated Reporter Training for detection and reporting procedures for suspicions of child abuse.
- Distributed the Summer 2016 Recreational Activities Brochure; began development of Fall 2016 Recreational Activities Brochure.
- Created and distributed Department promotional magnet for community events.
- Developed components of Radnor Day Camp and Preschool Camp including:
 - Facility usage, logistics, and ongoing communication at Radnor Elementary School
 - Daily and trip transportation schedules and ongoing communication with the RTSD Transportation Department
 - General registration organization including the processing of 42 scholarship applications
 - Support provisions for 59 campers with special needs/special situations
 - Coordination with Department seasonal staff, Staffing Plus Agency, Delaware County & Chester County Intermediate Units, Chester County Regional Educational Services, Child Guidance Resource Center, and Devereaux to provide support services for 9 campers at RDC and 4 campers at PKC
 - Coordination with RTSD on Extended School Year/Literacy Program campers
 - Camp welcome packet, ongoing communications with families, website updates
 - Trip and visitor schedules, daily activities and schedules, weekly newsletters
 - Back-to-Camp Night
 - Staff hiring/interviews, training, direction, and development for all summer positions – there are 44 staff members at Radnor Day Camp and 5 staff members at Preschool Camp
 - Curriculum development for two-day staff training - includes sessions on camp safety, policies and procedures, site acclimation, and role plays.
 - Staff payroll set up and organization, employee paperwork, PA Child Protective Services Laws Background, Clearances and certification requirements
 - Camp internship and summer support Recreation Assistant position
 - Weekly staff meetings and planning sessions
- Coordinated US Open Tennis Championships Excursion.
- Coordinated planning meetings with Public Works/Police/Fire Departments, event logistics and set up, activities and entertainment, staffing, registration, promotions, and supplies for seasonal events as applicable including Grand Opening of the Delaware County Sports Hall of Fame Museum; Sarah McCarron Skunk Hollows Park Clean Up; Race for Open Space; Great American Backyard Campout; Clem Macrone Park Groundbreaking; Bo Connor Park Concert; Night at the Ball Park; Radnor Skatepark Grand Reopening; Active Aging Awareness Event; Ithan Valley Park Sign/Recognition of Park Features; Radnor Run.
- Attended Garrett Hill 4th of July Parade and Event, conducted Clem Macrone Park Project Groundbreaking as part of the event.
- Continued sponsorship development by working with local businesses and organizations for current events and programs; conducted meetings with several potential and current sponsors for 2016 events and programs; sponsorship proceeds are currently at \$60,000.

Administrative

- Processed daily phone and email communications in order to provide information on community sports, recreational activities, and events; coordinated registrations for programs; prepared purchase orders/invoices, deposited income; prepared program financial reports that include participation reconciliation, instructor payments, and performance analyses; distributed program evaluations to participants; coordinated locations and logistics for programming, scheduled facility reservations/submitted applications, maintained Outlook event calendars, met with instructors and vendors to develop program agreements and process background checks; continued

- utilization of PEN (Programmer's Exchange Network) listserv to obtain and share information to evaluate operations; updated all Department areas of the Township website and social media page and distributed seasonal e-newsletters; filmed monthly segment for the *Radnor 411* television show and prepared slides for the Radnor Cable Channel; coordinated marketing efforts; managed inventories and distributed supplies to programs; worked with Township solicitor on various pieces of Department legislation and matters
- Monitored Department budgetary line items and developed year-to-date performance analyses for all service areas including programming, discount ticket program, events, and park and athletic field usage; reviewed revenue and expense projections for 2016 budget development relative to Department's operations and services; attended quarterly budget vs. actuals meeting with the Finance Department.
 - Coordinated Department transitions of staff into new positions - Program Supervisor and Program Coordinator - continued to work with Program Supervisor and Program Coordinator on daily planning, programming, and procedures; discussed daily and seasonal operations, services, and Township/Department procedures;
 - Continued working on Passport to Parks Project and Department Strategic Plan; began working at the direction of the Finance Department on an Enterprise Resource Planning Project (approved by BOC in early May) that will integrate each department's financial management system, payroll, work orders, enable online registration for recreation programming, and more – attended kick off meeting in June for this project along with additional subsequent planning meetings.
 - Attended and prepared reports and documentation for monthly Board of Commissioners Meetings and monthly Parks Board Meeting.
 - Attended weekly staff meetings with Township Manager and Department Directors/Supervisors.
 - Attended monthly Wayne Senior Center Board Meeting.

Parks & Facilities Usage

- **Athletic Fields:** Coordinated field scheduling for summer and fall 2016 with the community sports organizations, local schools, and programs; coordinated spring field requests with primary spring users - Radnor Boys and Girls Lax; Radnor Wayne Little League; Radnor Soccer Club; St. Katharine's of Siena School; Agnes Irwin School; Sacred Heart; and many other schools and organizations for rentals.
- **Park Areas:** Continued taking reservations for the 2016 season -
 - Clem Macrone Park (3 rentals)
 - Dittmar Park (1 rental)
 - Friends of Radnor Trails Park (3 rentals)
 - Fenimore Woods (39 rentals)
 - Odorisio Park (1 rental)
 - Willows Park (7 rentals)
- **Radnor Activity Center:** Coordinated usage and rentals – 11 rentals took place in May; 13 took place in June; 3 took place in July (the majority were for multiple dates); the Department's seasonal recreational usage including Men's Basketball League, Jump Start Sports Day Camps, and World Cup Sports Academy Camps also took place; met with contractors to evaluate floor resurfacing and bleacher replacement projects – both projects are moving forward.

Parks & Facilities Meetings/Projects

- **Park Signage Replacement:** The process of replacing the park signage from 2015 allocated capital funds is almost completed, Saw Mill will be installed soon in 2016 once the sign bed is prepared to accommodate the sign; continued working with Bentley Homes to finalize the Township gateway entry sign located at Unkefer Park; additional signage has been approved through voted bond proceeds for Fenimore Woods and Ithan Valley Park; working to replace and update the informational signage at Radnor Skatepark and in all parks relative to dogs/pets.

- **Park and Trail Improvements** – a bond ordinance was voted at the October 26th Board of Commissioners Meeting for the following parks and trails (\$5.75M - \$4.3M Parks/\$1.45M Trails):

Bo Connor Park
Cappelli Golf Range
Clem Macrone Park
Emlen Tunnel Park
Encke Park
Fenimore Woods
Ithan Valley Park
Petrie Park
Radnor Trail
Skunk Hollow
Warren Filipone Park
Ardrossan Trail
West Wayne Segment (8A-E, 1C, 1D)
Marth Brown Segment
Villanova – Chew Segment (16A, 9C, ½)
Radnor Station to Harford Park (9F)

- **Clem Macrone Park Master Planning:** A master plan was developed that reviewed the existing site and provided a conceptual plan of how the park should be developed to maximize its footprint and best serve the passive and active recreational needs of the community - funding for the project was approved by the Board of Commissioners at their September 2015 meeting; the grant application that was submitted for the DCNR C2P2 Program Grant in the amount of \$350K (requires a dollar-for-dollar match) has been approved and announced; the grant application that was submitted to the DCED Greenways, Trails, and Recreation Program (GTRP) for \$250K was approved with notification that \$224K has been awarded as part of this program with a required match of \$39,500; \$5,000 has been received from a PECO grant application; Delaware County Conservation District (for NPDES review) of the final engineering and construction plan has been approved; DCNR’s compliance review is complete; project bid process has been completed and bids are under review; construction is anticipated to begin summer 2016.
- **Encke Park:** Authorized by the Board of Commissioners in March 2015, a project is underway with members of Radnor Wayne Little League on park improvements that includes a combination comfort station/concession stand and other anticipated park improvements such as repairs to the driveway access off of Iven Avenue, electronic scoreboards, infield conversion to 50/70 distances, press box, and fencing upgrades - these projects are utilizing funding that was received as part of the Township Building cell tower contract renegotiation, RWLL fundraising efforts, and bond proceeds; a Memorandum of Understanding was developed with RWLL relative to the park improvements outlining the details of RWLL’s obligations, usage, and ownership; most of the work on the new concession stand building has been finalized; scoreboards have been installed; additional site work will include repairs to the driveway access off Iven Avenue and stormwater management; the Encke A field infield has been converted to 50/70 distances; additional projects within the park include fencing upgrades, replacement to the bleachers, and press box construction; attended Grand Opening Celebration on Sunday, June 12th.
- **Fenimore Woods Rehabilitation Project** – met with architectural firm Kimmel-Bogrette to discuss park improvement goals – project agreement for design services was authorized in March by the BOC; met with General Recreation on the anticipated playground improvements and began preliminary equipment design; park outbound site and topographical surveys have been completed; held preliminary conceptual review meeting and plan development is underway and anticipated review with the Parks Board will take place in September.

- **Radnor Skatepark Improvements:** Recent improvements to the skatepark entailed replacement and upgrades to structures along with resurfacing by utilizing funds received as part of the Township Building cell tower contract renegotiation. Due to a lack of adherence of the top color coating to the surface, the asphalt has been milled and redone – this process has been completed and the skatepark reopened in mid-June with a scheduled Grand Reopening event on Saturday, August 6th; subsequent to the recent process, surface delamination has occurred once again and staff are currently working with the contractors and surface manufacturer to find a solution.
- **Veterans Park Planning:** (formerly St. Davids Community Park): Park planning project to honor Veterans, educate visitors, and improve various features of the site with the conceptual plan prepared by Simone Collins Landscape Architecture; fundraising is underway by the Township Manager for the project; met with American Legion representative to discuss tree planting as part of September 11th 911 ceremony.
- **The Willows:** There is continued evaluation by the Board of Commissioners to find a viable use for the Mansion that will allow for its continued public use, public usage of the park with minimal impacts, building improvements to ensure code compliance consistent with intended use, and building updates; replacement of the Willows entryway bridge was completed in May.

Respectfully Submitted,



Tammy S. Cohen
Director of Recreation & Community Programming

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 July 20, 2016 and was attended by Commissioner Ahr, Commissioner Nagel, Lieutenant Andrew Block, Officer Raymond Matus, Highway Patrol; William Gallagher, Supervisor of Parking, Mary Ann Donnelly, Administrative Assistant Chris Todd, Alicia Eger and Kristin Page.

FR: William A. Colarulo

**RE: STAFF TRAFFIC COMMITTEE MEETING HELD IN THE POLICE ROLL CALL ROOM,
WEDNESDAY, July 20, 2016, 10:00 AM.**

NEW BUSINESS:

1. Commissioner Nagle is requesting a "No Stopping or Standing" sign be installed at the main entrance to Cornerstone Lane at Bryn Mawr Avenue.

Staff Traffic Committee recommends an Ordinance be drafted for two (2) "No Parking Any Time" (double faced signs) to be placed on the north and south sides of Cornerstone Lane at Bryn Mawr Avenue. A second sign, "Do Not Block the Intersection" would be placed on Bryn Mawr Avenue at both approaches to Cornerstone Lane.

2. Commissioner Higgins is requesting a crosswalk be placed on Lancaster Avenue at South Bellevue Avenue.

Staff Traffic Committee does not recommend the installation of a crosswalk be placed on Lancaster Avenue at South Bellevue Avenue. Penn Dot documentation does not support a crosswalk at this location. Furthermore, Penn Dot related that the presence of a crosswalk at this type of location and design of the roadway is not enough to ensure pedestrian safety on a four lane roadway with average daily in excess of 12,000 vehicles per day. Statistically, pedestrian injuries and deaths are more likely to occur in a crosswalk which is not controlled by a traffic signal.

3. Lindsay Peniston is requesting a crosswalk be placed on Lancaster Avenue at Pembroke Avenue.

Staff Traffic Committee does not recommend a crosswalk be placed on Lancaster Avenue at Pembroke Avenue. Penn Dot documentation does not support a crosswalk at this location. Furthermore, Penn Dot related that the presence of a crosswalk at this type of location and design of the roadway is not enough to ensure pedestrian safety on a four lane roadway with average daily in excess of 12,000 vehicles per day. Statistically, pedestrian

injuries and deaths are more likely to occur in a crosswalk which is not controlled by a traffic signal.

4. Jennifer Breen requests a speed study on Lowry's Lane.

The Highway Patrol Unit placed counters on Lowry's Lane for one week. The 85% speed of these vehicles was 30 MPH. Highway Patrol conducted speed enforcement on this section of Lowry's Lane from June 20-23, 2016. Two citations were issued for speed violations one at 39 MPH and the other at 40 MPH. Highway Patrol and Patrol Sector cars will continue to conduct selective speed enforcement on Lowry's Lane.

5. Jennifer DeCesare is requesting traffic calming on Moore Avenue due to complaints of speeding vehicles. She is also requesting Moore Avenue become a one-way street to help alleviate the problem.

The Highway Patrol Unit placed traffic counters on Moore Avenue for one week. The 85% speed of these vehicles was 26 MPH. Staff Traffic Committee does not recommend traffic calming on this roadway as the elements of the traffic calming Ordinance have not been met. Patrol will continue to conduct enforcement of the "Do Not Enter 6:30-9:00 AM" and "Do Not Enter 4:00-6:00 PM" signs on Moore Avenue. Staff Traffic Committee recommends that the Public Works Department place a speed limit sign (high visibility) on Moore Avenue at Landover Road. Staff Traffic Committee does not recommend, at this time, making Moore Avenue a one-way street as this will cause the 85% speed to rise.

6. Brooks Oppenheimer is requesting the bridge on Maplewood Avenue (just before Wayne Elementary School) have a stop sign placed before the bridge entry, in both directions, to slow speed and have the bridge widened.

Staff Traffic Committee does not recommend a stop sign placed before the bridge entry on Maplewood Avenue. Staff Traffic Committee recommends placing a "Yield to Oncoming Traffic" sign be placed in the northbound direction of Maplewood Avenue at the bridge.

7. Daniel Porter is requesting a review of the Ordinance regarding truck parking on Moore Avenue.

Staff Traffic Committee recommends no action at this time. Staff Traffic Committee will meet with Kevin Kochanski, Director of Community Development, to determine if parking a commercial truck with advertisement on a local street is a violation of the zoning code.

8. Kristin Page is requesting to hold the 4th Annual Dan's Down Dog and Dash on Sunday, October 16, 2016 at 8:30AM.

Kristin Page was advised that due to Clem Macrone Park being closed for construction, a new race course will have to be planned for this event. Kristin Page will be contacting Villanova University regarding usage of the property along Aldwyn Lane. Kristin will also contact residences on Aldwyn Lane as well and will report back to the Staff Traffic Committee on August 10, 2016.

9. Chris Todd of the Wayne Business Association requests that N. Wayne Avenue, between Lancaster Avenue and Pennsylvania Avenue and West Avenue between N. Wayne Avenue and Bellevue Avenue be closed for the WBA Fall Festival on Sunday, September 18, 2016.

Staff Traffic Committee recommends that North Wayne Avenue, between Lancaster Avenue and Station Avenue as well as West Avenue between Bellevue Avenue and N. Wayne Avenue be closed on Sunday, September 18, 2016 from 7:00AM - 7:00PM. Three extra duty detail police officers will be required for this event to assist with traffic control.

OLD BUSINESS:

1. Street line painting discussion on the 200 block of Midland Avenue.

The Public Works Department does not recommend line painting on the 200 block of Midland Avenue. The roadway is not wide enough to paint a double yellow line in the center of the roadway. Staff Traffic Committee recommends Public Works contact Penn Dot for the feasibility of changing the 200 block of Midland Avenue into a 15 MPH School Zone from Aberdeen Avenue to Louella Avenue due to the schools (St. Katherine's and Radnor Middle) being so close together.

**RESOLUTION 2016-79
RADNOR TOWNSHIP**

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA. APPROVING THE PROPERTY AND CASUALTY
INSURANCE BINDER FOR COVERAGE BEGINNING AUGUST 1, 2016
THROUGH JULY 31, 2017**

WHEREAS, the Township of Radnor purchases Property, General Liability, Automobile, Police Professional Liability, Public Officials Liability, Employment Practices Liability, and Umbrella Liability Insurance coverage annually; and

WHEREAS, the Administration met with our broker, Arthur J. Gallagher Risk Management Services Inc. to review the insurance bids from the market; and

WHEREAS, after reviewing the bids with the broker, the Administration agrees that CNA offers the best rates with the best coverage; and

WHEREAS, in order to continue coverage, the Township Manager has authorized the binder subject to the Board of Commissioner approval at the August 15, 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 binder for the Property, General Liability, Automobile, Police Professional Liability, Public Officials Liability, Employment Practices Liability, and Umbrella Liability Insurance coverage for the period beginning August 1, 2016 through July 31, 2017 in the amount of \$348,903.

SO RESOLVED, at a duly convened meeting of the Board of Commissioners of Radnor Township conducted on this 15th day of August, A.D., 2016.

RADNOR TOWNSHIP

By: _____

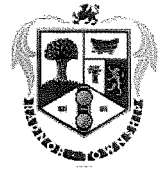
Name: Philip A. Ahr

Title: President

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

Radnor Township

PROPOSED LEGISLATION



DATE: August 15, 2016

TO: Board of Commissioners

FROM: William M. White, Finance Director

LEGISLATION: A Resolution authorizing the Township Manager to bind coverage for Property, General Liability, Automobile Liability (including physical damage), Police Professional Liability, Public Official Liability, Employment Practices Liability, Umbrella Liability, and Public Official Bonds for the period beginning August 1, 2016 through July 31, 2017.

LEGISLATIVE HISTORY: This is an annual renewal process whereby the administration works with Arthur J. Gallagher Risk Management Services, Inc. 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 which includes Property, General Liability, Automobile Liability (including physical damage), Police Professional Liability, Public Official Liability, Employment Practices Liability, Umbrella Liability, and Public Official Bonds.

FISCAL IMPACT: The insurance coverage will cost the Township \$348,903 which will be paid in quarterly installments at the beginning of each quarter. This year's renewal is 2.13% lower than the August 1, 2015 renewal as a result of a decrease in the number of actual claims filed and a corresponding decrease in the paid and reserved claims experience for the past year. The table below represents the annual renewals from the past eight years:

Program Year	# of Claims	Paid Premiums	Increase / (Decrease) in Premium	%Δ	Total Incurred Claims (paid + reserved)	Loss Ratio
2007-2008	38	\$ 355,351	n/a	n/a	\$ 552,281	155%
2008-2009	21	324,997	(30,354)	-8.5%	173,205	53%
2009-2010	41	265,596	(59,401)	-18.3%	394,170	148%
2010-2011	32	274,765	9,169	3.5%	201,361	73%
2011-2012	32	275,403	638	0.0%	202,375	73%
2012-2013	11	317,792	42,389	15.4%	179,601	57%
2013-2014	42	350,893	33,101	10.42%	339,620	97%
2014-2015	22	363,082	12,189	3.47%	105,584	29%
2015-2016	17	356,483	(6,599)	-1.82%	52,872	15%
Nine Yr Avg	28	320,485			244,563	76.31%
2016-2017	n/a	\$ 348,903	(7,580)	-2.13%	n/a	n/a

RECOMMENDED ACTION: The Administration respectfully requests the Board to approve this resolution at the August 15, 2016 meeting. Thank you.

RESOLUTION NO. 2016-82

A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, APPROVING THE FIVE YEAR CAPITAL LEASE AGREEMENT WITH US BANCORP GOVERNMENT LEASING AND FINANCE, INC. FOR THE FINANCING OF THE PURCHASED REFUSE TRUCK WITH PLOW, DUMP TRUCKS WITH PLOW AND SPREADER, LAWN MOWER AND LEAF VACUUM

WHEREAS, the Five Year Capital Program, incorporated into the 2016 Budget, included appropriations for the replacement of one (1) Public Works Sanitation “Refuse Truck” with the purchased 2017 7400 SBA 6x4 International Truck Chassis, Leach 25 Yard Refuse Body, and Good Roads Model 120M Snow Plow together the Public Works Sanitation “Refuse Truck with Plow”; and

WHEREAS, the Five Year Capital Program, incorporated into the 2016 Budget, included appropriations for the replacement of two (2) Public Works Highway “Dump Trucks” with the purchased two (2) 2017 Peterbilt Model 348 Dump Truck Cab and Chassis and two (2) Stainless Steel Beau-Roc SSM4 Municipal Dump Body and associated equipment together the Public Works Highway “Dump Trucks with Plow and Spreader”; and

WHEREAS, the Five Year Capital Program, incorporated into the 2016 Budget, included appropriations for the replacement of one (1) Public Works Parks Maintenance Equipment “Lawn Mower” with the purchased Toro Groundmaster 5900, the Public Works Parks Maintenance Equipment “Lawn Mower”; and

WHEREAS, the Five Year Capital Program, incorporated into the 2016 Budget, included appropriations for the replacement of one (1) Public Works Highway Equipment “Leaf Vacuum” with the purchased 2016 Xtreme Vac Model SCL65TM30, the Public Works Highway Equipment “Leaf Vacuum”; and

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

WHEREAS, the Board of Commissioners authorized the purchase of the vehicles referenced herein at the February 22, 2016 via Resolution 2016-26 and at the May 23, 2016 meeting via Resolution 2016-63; and

WHEREAS, the Board of Commissioners authorized the Township to solicit requests for proposals for the leasing component of the transaction at the June 13, 2016 Board of Commissioner meeting; and

RESOLUTION NO. 2016-82

Page 2

NOW, THEREFORE, be it hereby ***RESOLVED*** that the Radnor Township Board of Commissioners does hereby authorize the Township to enter into a five year capital lease agreement with US Bancorp Government Leasing and Finance, Inc. at an interest rate of 1.547% APY which results in an annual payment of approximately \$128,696.76, with the first lease payment due on or about January 31, 2017 and annually thereafter until the conclusion of the lease period, at which time the Township will own the equipment outright.

SO RESOLVED this 15th day of August, 2016.

RADNOR TOWNSHIP

By: _____

Name: Philip Ahr

Title: President

ATTEST: _____
Robert A. Zienkowski
Township Manager / Secretary

Radnor Township

PROPOSED LEGISLATION



DATE: August 8, 2016

TO: Board of Commissioners

FROM: William M. White, Director of Finance

LEGISLATION: Resolution 2016-82, under consent agenda, authorizing the financing of five Public Works vehicles/equipment:

- One (1) Public Works Sanitation "Refuse Truck with Plow"
- Two (2) Public Works Highway "Dump Trucks with Plow and Spreader"
- One (1) Public Works Parks Maintenance Equipment "Lawn Mower"
- One (1) Public Works Highway Equipment "Leaf Vacuum"

LEGISLATIVE HISTORY:

- (1) The Board of Commissioners authorized the purchase of these vehicles on February 22, 2016, Resolution 2016-26 and May 23, 2016, Resolution 2016-63
- (2) The Five Year Capital Program, incorporated into the 2016 Budget, included capital leases for these five public works vehicles/equipment ("Refuse Truck", "Dump Trucks", "Lawn Mower", and "Leaf Vacuum"). The lease terms projected a five year payment period with a purchase option of \$1 at the end of the financing.
- (3) On June 13, 2016, the Board passed a motion authorizing the Township to solicit request for proposals (RFPs) for the leasing of the five Public Works vehicles/equipment. The RFP was issued through PennBid on July 5, 2016 and proposals were due on August 4, 2016.

PURPOSE AND EXPLANATION: The purpose of this request is to allow the Administration to finance the five replacement Public Works vehicles/equipment approved earlier this year: (1) Public Works Sanitation "Refuse Truck with Plow", (2) Two (x2) Public Works Highway "Dump Trucks with Plow and Spreader", (3) Public Works Parks Maintenance Equipment "Lawn Mower", and (4) Public Works Highway Equipment "Leaf Vacuum" all purchased under PA CoStars contracts with financing of a five year capital lease provided by US Bancorp Government Leasing and Finance, Inc.

The five Public Works vehicles/equipment will be purchase from the following vendors in accordance with the several PA Costars contracts and Resolutions 2016-26 and 2016-63:

Refuse Truck with Plow			
Description	Vendor	Costars Contract	Price
2017 7400 SBA 6x4 International Truck Chassis	G. L. Sayre, Inc.	025-017	\$94,911.43
Leach 25 Yard Refuse Body - Installed	Granturk Equipment Co, Inc	025-046	69,449.50
Good Roads Model 120M Snow Plow	H. A. DeHart & Son	025-052	11,985.00
Subtotal			\$176,345.93

Dump Truck #1 with Plow and Spreader			
Description	Vendor	Costars Contract	Price
2017 7400 4x2 International Cab and Chassis	G. L. Sayre, Inc.	025-017	\$88,599.00
Stainless Steel Beau-Roc SSM4 Municipal Dump Body and assoc. equip.	Triad Truck Equipment, Inc.	25-060	67,706.00
Subtotal (for Dump Truck #1)			\$156,305.00
Dump Truck #2 with Plow and Spreader			
Description	Vendor	Costars Contract	Price
2016 7400 4x2 International Cab and Chassis	G. L. Sayre, Inc.	025-017	\$88,599.00
Stainless Steel Beau-Roc SSM4 Municipal Dump Body and assoc. equip.	Triad Truck Equipment, Inc.	25-060	66,992.00
Subtotal (for Dump Truck #2)			\$155,591.00
Lawn Mower			
Description	Vendor	Costars Contract	Price
Toro Groundmaster 5900	Turf Equipment and Supply Co.	4400013056	\$72,544.60
Subtotal			\$72,544.60
Leaf Vacuum			
Description	Vendor	Costars Contract	Price
2016 Xtreme Vac Model SCL65TM30	U.S. Municipal	025-019	\$59,073.00
Subtotal			\$59,073.00
Grand Total all five vehicles/equipment			<u>\$619,859.53</u>

On August 4, 2016, the Administration received the following proposals from four firms for a five year lease term with a purchase option of \$1 at the end of the financing. Please note that figures below are for *FIVE* vehicles/equipment:

Firm	5 Year	Annual Payment (5 Years)	Total 5 Year
Clayton Holdings, LLC	1.872%	129,743.68	648,718.40
Pinnacle Public Finance	2.060%	130,304.58	651,522.90
TCF Equipment Finance	2.290%	130,950.00	654,750.00
US Bancorp	1.547%	128,696.76	643,483.80

IMPLEMENTATION SCHEDULE: With the Boards authorization, Township Administration will accept US Bancorp's five year lease proposal. The estimated delivery dates of the five vehicles/equipment is approximately immediately through November 2016. The first lease payment will be due on January 31, 2017 and annually thereafter for five years.

FISCAL IMPACT: The fiscal impact will be an annual obligation of \$128,696.76 to be paid from the Township's Capital Fund (#05) for years 2017 - 2021. The interest expense during the financing period (five years) is \$23,624. At the conclusion of the lease term, five years, ownership of the vehicles/equipment will be the Township's. If at any point during the lease term, the Board of Commissioners does not appropriate for that particular year's lease payment obligation, the lease contract will be voided with the equipment being forfeited to the financial institution (Non-appropriation Clause).

The Five Year Capital program estimated the aggregate payment for these five vehicles/equipment to be \$150,800.00 per year over the five-year term. The actual payments will be \$128,696.76, resulting in a positive variance in the Capital Plan of \$ 22,103.24 per year from 2017-2021.

Other financing options were considered during the analysis including:

Alternatives	Notes vs. Capital Lease
Operating Lease	More expensive and no ownership at the end of the term
Cash Purchase	Less expensive, but would require more cash than the capital fund has allotted to it for 2016

RECOMMENDED ACTION: The Administration respectfully recommends that the Board authorize the Township to accept US Bancorp Government Leasing and Finance, Inc.'s proposal to provide five-year capital lease financing for the purchase of the five Public Works vehicles/equipment.

RESOLUTION 2016-83

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

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

WHEREAS, the Board of Commissioners engaged Flamm Walton P.C. pursuant to Resolution 2013-61 as Act 511 solicitors based on the Township’s working relationship and unique expertise of the principal attorney, and the competitive rates offered; and

WHEREAS, the Board of Commissioners wishes to renew its’ engagement with Flamm Walton P.C. as Act 511 solicitors based on the Township’s working relationship and unique expertise of the principal attorney, and the competitive rates offered and approve an increase in the general rate from \$165.00 to \$200.00 per hour

NOW, THEREFORE, it is hereby **RESOLVED** by the Radnor Township Board of Commissioners to engage Flamm Walton P.C. as Act 511 Solicitors and further agrees to pay for these legal services based on the following fee schedule, which remains unchanged from the rates approved in Resolutions 2012-123 and 2013-61 except as noted in bold where the rate has increased from \$165/hour to \$200/hour:

ACTIVITY	LEGAL FEES	COURT FEES	SHERIFF FEES
Verify account information and data, establish and open file; prepare and send demand letter; account for monies received	\$135.00	n/a	n/a
Prepare and file Civil Complaint in Magisterial District Court; account for monies received	\$250.00	According to fee schedule	Varied
Represent taxing authority at any MDJ hearing – includes preparation of case; preparation of witnesses and any exhibits; attendance at any hearings or conferences; post-hearing pleadings or exhibits	\$200/hour	n/a	n/a
Prepare and file request to certify judgment with County; account for monies received	\$125.00	According to fee schedule	n/a
Execution of Judgment against Delinquent Taxpayer, e.g., prepare praecipe for writ of execution and all related documents	\$200/hour	According to fee schedule	Varied

SO RESOLVED, this 15th day of August, A.D., 2016

RADNOR TOWNSHIP

By: _____
Name: Philip Ahr
Title: President

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

Radnor Township



PROPOSED LEGISLATION

DATE: August 15, 2016

TO: Board of Commissioners

FROM: William M. White, Director of Finance

LEGISLATION: Resolution 2016-83 renewing its professional engagement of Flamm Walton P.C. as Act 511 solicitors for the Radnor Township business tax compliance and enforcement program.

LEGISLATIVE HISTORY: Brown & Silbergeld had served as Act 511 solicitors through June, 2012 and pursuant to Resolution 2012-123 were re-engaged in October 2012. Consistent with the Board's desire, the Township keeps the Act 511 legal work separate from the Township's general solicitor obligations. The firm of Brown & Silbergeld was dissolved and the principal attorney representing the Township, Jennifer Brown, has been employed by Flamm Walton P.C. The Township engaged Flamm Walton P.C. in April, 2013 pursuant to Resolution 2013-61 at a general rate of \$165 per hour.

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

This renewal will increase the cost of service from \$165/ hour to \$200/ hour. In verifying the competitiveness of the rate, the Administration inquired of other firms, including the Township solicitor and labor attorney, who have both stated that the rate quoted is well below the standard rate they would charge for that expertise and service. As an accommodation to the Township it would be difficult to match the rate.

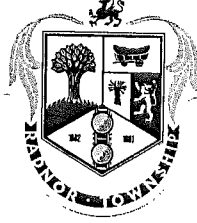
FISCAL IMPACT: The Township annually budgets for the anticipated expenses to be incurred as part of the Act 511 compliance and enforcement program.

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

RECOMMENDED ACTION: The Administration is recommending that the Board adopt Resolution 2016-83 and engage Flamm Walton P.C. as Act 511 solicitors.

CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board
Radnor Township, Pennsylvania



NAME OF OWNER: BOHNENBERGER CHARLES & JULIA
OWNER ADDRESS: 218 S ABERDEEN AVE, WAYNE, PA 19087
ADDRESS OF PROPERTY: 218 S ABERDEEN AV , WAYNE PA 19087
APPLICATION NUMBER: HARB-2016-10

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

ADDITION OF TWO (2) GABLE DORMERS TO SECOND FLOOR ROOF

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

NOTES AND/OR CONDITIONS OF APPROVAL:

Approved as submitted

ISSUED: Monday, August 15, 2016

TOWNSHIP OFFICIAL

ACCEPTED BY APPLICANT

Philip M. Ahr, President

CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board
Radnor Township, Pennsylvania



NAME OF OWNER:	ARNOLD KARA HANLON
OWNER ADDRESS:	401 MIDLAND AVENUE, WAYNE, PA 19087
ADDRESS OF PROPERTY:	401 MIDLAND AV , WAYNE PA 19087
APPLICATION NUMBER:	HARB-2016-11

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

Amend previous HARB decision (HARB-2016-06). The proposed design was revised in order to reduce the expansion of the existing non-conformity along Pembroke Avenue.

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

NOTES AND/OR CONDITIONS OF APPROVAL:

Approved as submitted

ISSUED: Monday, August 15, 2016

TOWNSHIP OFFICIAL

ACCEPTED BY APPLICANT

Philip M. Ahr, President

Radnor Township
PROPOSED MOTION

DATE: August 8, 2016

TO: Radnor Township Board of Commissioners

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

CC: Robert A. Zienkowski, Township Manager

LEGISLATION: **MOTION: Authorization to Receive Bids for the 2016 Superpave Resurfacing Program, Part 2**

LEGISLATIVE HISTORY: The Township's Superpave Program for 2016 was awarded, and by the time of this meeting, should be substantially complete. There are remaining funds in the State Liquid Fuels Account, which will be used to pave additional roads in Township, hence the "Part 2".

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. The following roads are being put forth for paving; the actual total of the roads being paved will be based on the bids when received: Ravenscliff, Knox, Shadeland, and (Julip Run, Watch Hill, Midland - fallouts), If all four roads are resurfaced, this entails approximately 21,750 SY milling and 2,175 tons of 9.5 mm Superpave Asphalt, for a total of +/- 1.3 double lane miles.

IMPLEMENTATION SCHEDULE: If approved by the Board of Commissioners, the project will be bid ASAP, with a proposed completion date of November 10th, 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, Part 2.*

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

RESOLUTION NO. 2016-85
A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, AWARDED THE
CLEANING, TELEVISIONING, AND LOCATING OF
TOWNSHIP STORM SEWERS TO TLC SEWER & DRAIN,
INCORPORATED

WHEREAS, the Township wishes to clean and inspect its storm sewer lines

WHEREAS, the Engineering Department has solicited sealed bids for this work

WHEREAS, TLC Sewer & Drain, Incorporated, the lowest responsible bidder submitted a bid at \$109,045

NOW, THEREFORE, be it **RESOLVED** by the Board of Commissioners of Radnor Township does hereby award the Cleaning, Televisioning, and Locating project to TLC Sewer & Drain, Incorporated, in the amount of \$109,045

SO RESOLVED this 15th day of August, A.D., 2016

RADNOR TOWNSHIP

By:

Name: Philip M. Ahr
Title: President

ATTEST:

Robert A. Zienkowski
Manager/Secretary

Radnor Township
PROPOSED LEGISLATION

DATE: August 8, 2016

TO: Radnor Township Board of Commissioners

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

CC: Robert A. Zienkowski, Township Manager

Legislation: Resolution #2016-85: Awarding the Cleaning, Televising, and Locating of Township Storm Sewers to TLC Drain and Sewer, Incorporated.

LEGISLATIVE HISTORY: This is the first, in what I hope to be an annual maintenance contract regarding the cleaning, televising, and in some instances, locating, of Township Storm Sewers. The Stormwater Management Advisory Committee (SWMAC) has recommended award of this project.

PURPOSE AND EXPLANATION: The purpose of this contract is to annually have sections of our storm sewer cleaned and televised, as we do with our sanitary sewer. In the event there is minimal existing mapping of the storm sewer in a specific area, the contract includes a GIS component for mapping. This is an important project in that it we can take the resultant videos, and prepare a list of pipes in need or replacement. This project also assists in MS4 compliance.

IMPLEMENTATION SCHEDULE: Pending Board of Commissioners approval, this project will be started in September and be completed in the fourth quarter of 2016.

FISCAL IMPACT: This project is funded solely by the Stormwater Fund. Please note that this project was budgeted in the Stormwater Fund Budget at \$100,000. The lowest bid was \$109,045. The SWMAC has recommended award of the project at \$109,000. The bid tab is as follows:

TLC Drain & Sewer, Inc	\$109,045
Hydrostructures, LLC	\$349,150
Sewer Specialty Services, Inc.	\$318,300
Cleaver Cable Construction, Inc.	\$323,000
Video Pipe Services, Inc.	\$461,875
Aqua Infrastructure Rehabilitation, dba Tri-State Grouting	\$568,500

RECOMMENDED ACTION: *I respectfully request the Board of Commissioners award the Cleaning, Televising, and Locating of Township Storm Sewers to TLC Drain and Sewer, Incorporated in the amount of \$109,045*

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

RESOLUTION NO. 2016-86

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, AWARDED THE
CONTRACT FOR LINE STRIPING OF TOWNSHIP
ROADS TO GUIDEMARK, INCORPORATED**

WHEREAS, Radnor Township installs pavement markings (long lines) on Township streets and signalized intersections

WHEREAS, a proposal was solicited and received from Guidemark, Incorporated in the amount of \$15,291.92

NOW, THEREFORE, be it *RESOLVED* by the Board of Commissioners of Radnor Township does hereby approve the award of the contract for line striping to Guidemark, Incorporated, in the amount of \$15,291.92

SO RESOLVED this 15th day of August, A.D., 2016

RADNOR TOWNSHIP

By: _____

Name: Philip Ahr

Title: President

ATTEST: _____

Robert A. Zienkowski
Manager/Secretary

GUIDEMARK, INC.

PAVEMENT MARKING CONTRACTOR



E-Mail/Fax Quote

To: Radnor Township

Attn: Paul Bazik **Phone:** (610) 688-5600 Ext. 181

From: Bill Jefferson / Dieter R. Mohnke **E-Mail:** bjefferson@guidemarkinc.com

Fax #: (610) 687-0201 **Pages:** 1 Total Pages

Date: August 2, 2016

Project: Radnor Township Roads – 2016

(Various Roads)

Radnor Township, Delaware County, PA

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

Quote: **Revised Quote**

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

All Short Lines – Hot Thermoplastic

Long Lines

163,424 LF x 4" YEL. TZIP (81,712 DYCL's) @ \$ 0.08 / LF = \$ 13,073.92

700 LF x 6" WHT. TZIP (Lane Lines / Skips) @ \$ 0.12 / LF = \$ 84.00

250 LF x 24" YEL. Thermoplastic (Gore Markings) @ \$ 7.00 / LF = \$ 1,750.00

Intersection Lines

4,800 LF x 4" YEL. TZIP (2400 DYCL's) @ \$ 0.08 / LF = \$ 384.00

Total Unit Pricing = \$ 15,291.92

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

Thank You,

Signature

Bill Jefferson

Radnor Township
PROPOSED LEGISLATION

DATE: August 8, 2016

TO: Radnor Township Board of Commissioners

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

CC: Robert A. Zienkowski, Township Manager

Legislation: Resolution #2016-86: Award of the Contract for Line Striping of Township Roads

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

PURPOSE AND EXPLANATION: The Public Works received a valid price proposal from Guidemark, Incorporated, in the amount of \$15,291.92, to paint approximately 163,424 linear feet of yellow pavement markings on Township streets, as well as 250 LF of yellow gore markings, and 700 LF white lane lines. This work will be done in accordance with the Pennsylvania Department of Transportation requirements. Guidemark, Incorporated will also supply performance, payment, and maintenance bonds for the work.

IMPLEMENTATION SCHEDULE: the work is to be completed by October 1st, 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 approve Resolution 2016-86: Awarding the Contract for Line Striping of Township Roads in the amount of \$15,291.92.*

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

RESOLUTION NO. 2016-87
A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, AWARDING THE DESIGN
CONTRACT FOR THE MITIGATION OF THE HIGHVIEW
DRIVE OUTFALL TO GANNETT FLEMING,
INCORPORATED

WHEREAS, the Township's storm sewer outfall at the rear of 31 Highview Drive has caused severe erosion

WHEREAS, said erosion has created a safety hazard and undermined the out fall pipe, causing it to be separated

WHEREAS, Gannett Fleming, Incorporated, the Township's appointed engineering firm, provided a proposal for the design of a repaired outfall, in the amount of \$42,177.

NOW, THEREFORE, be it *RESOLVED* by the Board of Commissioners of Radnor Township does hereby Award the Design Contract for the Mitigation of the Highview Drive Outfall to Gannett Fleming, Incorporated, in the amount of \$42,177.

SO RESOLVED this 15th day of August, A.D., 2016

RADNOR TOWNSHIP

By: _____
Name: Philip M. Ahr
Title: President


ATTEST: _____
Robert A. Zienkowski
Manager/Secretary

Radnor Township

PROPOSED LEGISLATION

DATE: August 8, 2016

TO: Radnor Township Board of Commissioners

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

CC: Robert A. Zienkowski, Township Manager
William R. White, Finance Director
Melissa Conn, Sealed Bidding and Procurement Manager

LEGISLATION: Resolution #2016-87: Awarding the Design Contract for the Mitigation of the Highview Drive Outfall to Gannett Fleming, Incorporated.

LEGISLATIVE HISTORY: This topic was before the Board of Commissioners in June of 2016. At that time, before the Board was a proposal for design work as outlined below, from CH2M. It was noted that in the RFP for Stormwater Administrator, of which CH2M was awarded, that their task was to prepare RFPs for design when needed, amongst other duties, but not to actually perform design work. The purpose and explanation below has not changed. What did change was the cost; the Gannett Fleming, Incorporated cost proposal is \$2,563 less than that of CH2M.

PURPOSE AND EXPLANATION: At 31 Highview Road, there is an existing stormwater inlet at a low point in the street. This inlet discharges to an outfall pipe at the rear of #31 Highview Lane. Over a period of many years, this outfall pipe has caused a serious erosion issue, eroding a channel that is over ten feet deep. Aside from the safety issue that has become a large concern for the residents that abut the outfall, sections of pipe have become disconnected due to being undermined. This issue has been before the Stormwater Management Advisory Committee (SWMAC) on several occasions, and the SWMAC directed Dan Wible of CH2M to prepare a proposal to mitigate the situation. I worked with Dan regarding the scope of the project. The proposal put forth by CH2M (attached) will provide the following: field survey, infiltration test to possibly install a SW BMP to reduce volume to the outfall, easement (temporary and permanent) descriptions, permitting, design, bidding documents, and estimates of construction costs. Please see the attached proposal for the full details.

IMPLEMENTATION SCHEDULE: If approved by the Board of Commissioners, Gannett Fleming, Incorporated will begin work immediately.

FISCAL IMPACT: This design project, costing \$42,177, is funded solely by the "04" stormwater fund.

RECOMMENDED ACTION: *I respectfully request the Board of Commissioners Award the Design Contract for the Mitigation of the Highview Drive Outfall to Gannett Fleming, Incorporated, in the amount of \$42,177.*

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



August 08, 2016

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

Dear Steve:

RE: 31 Highview Drive – Outfall Stabilization

Gannett Fleming, Inc. is pleased to submit the following scope of work and cost proposal to perform the design associated with the outfall stabilization of the existing storm sewer that extends from an inlet within Highview Drive to an outfall located at the rear (south) of 31 Highview Drive.

I. SCOPE OF WORK

Gannett Fleming, Inc. will perform the following services:

1. Perform a partial topographical survey of the project site.
2. Perform infiltration testing onsite to determine potential feasibility of infiltration system.
3. Design Documents
 - a. Preparation of plans and profile (30%, 60%, 100% submissions) for the proposed outfall stabilization and possible replacement of the existing storm sewer from the existing inlet within Highview Drive to the existing outfall location
 - b. Preparation of cost estimate for the proposed work
 - c. Preparation of temporary and permanent easement descriptions (100% submission)
4. Preparation of specifications and bidding documents for the proposed work.
 - a. Specifications at 60% and 100%
5. Preparation of Permits
 - a. Assuming Grading Permit submission to Radnor Township only.
 - b. Assuming no Erosion and Sedimentation Control Plan submission to Delaware County Conservation District provided that limits of disturbance remains below one (1) acre.
6. Meeting Attendance
 - a. Assuming one (1) meeting with the Stormwater Management Advisory Committee



b. Assuming one (1) meeting with Board of Commissioners

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

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

II. COST

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

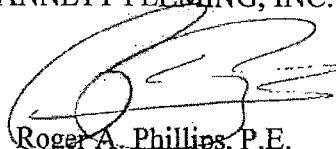
<u>Design Services</u>	
Bid Package and Plan Preparation (incl. Direct Costs, Survey and Permitting)	\$34,847.00
<u>Construction Services</u>	
Bid Services (incl. RFIs and Pre-bid meeting only)	\$4,280.00
<u>Miscellaneous Costs</u>	
Infiltration Testing (by others)	\$3,050.00
TOTAL COSTS	\$42,177.00

We are prepared to begin this assignment upon your authorization to proceed.

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

Very truly yours,

GANNETT FLEMING, INC.



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



b. Assuming one (1) meeting with Board of Commissioners

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

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

II. COST

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

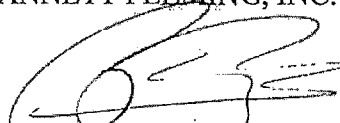
<u>Design Services</u>	
Bid Package and Plan Preparation	\$34,847.00
(incl. Direct Costs, Survey and Permitting)	
<u>Construction Services</u>	
Bid Services	\$4,280.00
(incl. RFIs and Pre-bid meeting only)	
<u>Miscellaneous Costs</u>	
Infiltration Testing (by others)	\$3,050.00
TOTAL COSTS	\$42,177.00

We are prepared to begin this assignment upon your authorization to proceed.

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

Very truly yours,

GANNETT FLEMING, INC.



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



RESOLUTION NO. 2016-88

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY,
PENNSYLVANIA AUTHORIZING THE SALE OF SURPLUS PARKING
METERS IN ACCORDANCE WITH ORDINANCE 2012-04.**

WHEREAS, the Township adopted Ordinance 2012-04 amending its Code of Ordinances to establish a procedure for the disposal of township personal property; and

WHEREAS, Ordinance 2012-04 authorizes the receipt of bids for the sale of personal property; and

WHEREAS, the Township advertised for the sale of the surplus parking meters by receipt of bid;

NOW, THEREFORE, be it hereby *RESOLVED* that the Board of Commissioners authorizes the sale of 299 double parking meters and 68 single parking meters to Meter Products at the total sale price of \$5,165.00.

SO RESOLVED this 15th day of August, 2016.

RADNOR TOWNSHIP

By: _____

Name: Philip M. Ahr
Title: President

ATTEST: _____
Robert A. Zienkowski, Secretary

Radnor Township

PROPOSED LEGISLATION

DATE: August 5, 2016

TO: Board of Commissioners

FROM: William A. Colarulo

LEGISLATION: Resolution #2016-88 authorizing the sale of surplus parking meters of the Township in accordance with Ordinance 2012-04.

LEGISLATIVE HISTORY: The Board of Commissioners adopted Ordinance #2012-04 (implementing changes to Chapter 5 of the Township's Administrative Code, Administration of Government, Article VII, Fiscal Affairs, Section 5-52, Disposal of Township property) at their meeting on May 14, 2012. On November 23, 2015, the Board of Commissioners approved Resolution 2015-119 for the auctioning of surplus parking meters.

PURPOSE AND EXPLANATION: The Administration is requesting that the Board of Commissioners authorize the sale of 299 double parking meters and 68 single parking meters. An online bid of the surplus parking meter was held through Pennbid.net. The bid was opened on July 7, 2016 and ended on August 4, 2016 and received three (3) qualifying bids.

<u>COMPANY</u>	<u>TOTAL BASE BID</u>
Eastern Surplus Equipment	\$ 749.00
Jd ghanim group	\$5,000.00
Meter Products	\$5,165.00

Township staff was directed by the Township Manager to put the sale of the parking meters out to bid. Bids were received on Thursday, August 4, 2016 one (1) bid was submitted for the purchase of the surplus parking meters from Meter Products. at a total price of \$5,165.00.

FISCAL IMPACT: There is no direct fiscal impact of the sale of personal property of the Township.

RECOMMENDED ACTION: The Police Department respectfully requests the Board of Commissioners to adopt this Resolution authorizing the sale of surplus parking meters at the regular Board of Commissioners meeting on August 15, 2016.

INTEROFFICE MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: KEVIN W. KOCHANSKI, RLA, CZO
SUBJECT: CODE APPEALS BOARD AND RENTAL HOUSING BOARD OF APPEALS
DATE: 8/8/2016
CC: ROBERT ZIENKOWSKI, TOWNSHIP MANAGER



Community
Development
Department

Recently, I issued enforcement notices to two (2) property owners, one for Property Maintenance Violations, and the other for the Suspension of a Rental License. The affected property owners have filed appeals with the Code Appeals Board and Rental Housing Board of Appeals, respectively. As a result of the appeals being filed, a hearing will need to occur. We have tentatively scheduled both hearings for Late September.

I would respectfully request that the Board of Commissioners appoint Mr. Constantine Z. Economides to serve as solicitor for these two boards. Mr. Economides has previously served as Solicitor to the Rental Housing Board of Appeals, but it has been a couple of years since that board last met. Attached, for your consideration, you will find an engagement letter prepared by Mr. Economides.

LAW OFFICES
ECONOMIDES & ECONOMIDES

ATTORNEYS AT LAW

85 OLD EAGLE SCHOOL RD, SUITE 201

WAYNE, PA 19087

CONSTANTINE Z. ECONOMIDES, ESQUIRE
DIRECT DIAL & FAX:
484-367-7466
cze@EELawFirm.com

www.EELawFirm.com

July 29, 2016

Kevin W. Kochanski, RLA, CZE
Director of Community Development
301 Iven Avenue
Wayne, PA 19087

RE: Special Counsel

Dear Mr. Kochanski:

Thank you for considering me to represent both the Rental Housing Board of Appeals and the Code Appeals Board. I appreciate the opportunity.

I look forward to working with you and the Board of Commissioners. In regards to my representation of Radnor Township ("Township"), I shall be guided by the following understandings and agreements:

1. In connection with the services to be performed, it is difficult and impossible at this time to specify the exact nature, extent and difficulty of the contemplated services and attorney's time involved. In addition to conferences and pretrial hearings, there may be the necessity of a trial on the merits. I shall exert effort at all times to represent the Township's interests and rights, and if possible to seek an amicable solution of all claims.

2. In connection with the services rendered, or to be rendered, it is understood and agreed that said services shall be compensated in a minimum of six minute increments at the rate of **\$165.00** an hour. Hourly charges shall include all legal research, drafts of pleadings, conferences, telephone conversations, preparation for and appearances in court and hearings, preparation of board decisions and resolutions, and other tasks necessary to handle these matters.

3. In addition, the Township will be responsible for all necessary and reasonable legal costs and expenses incurred or

Mr. Kevin W. Kochanski, RLA, CZE
Director of Community Development
July 29, 2016
Page 2 of 3

paid out in the performance of my services. These costs and expenses shall include: filing fees, subpoena costs, deposition costs, fees of process servers, travel expenses, duplication expenses, and any other necessary expenses. If I advance any costs or expenses, the Township shall reimburse me upon my furnishing to the Township information as to the amount.

4. During the course of my representation, it may be necessary to hire experts such as accountants, appraisers and investigators to assist in these Matters. I may recommend certain experts, but the ultimate hiring will rest with the Township. The fees payable to any experts hired shall be paid directly by the Township.

5. Billing and accounting for my services and costs will be submitted on a regular basis. Statements shall be payable upon receipt, unless otherwise agreed upon.

In representing the Township in these matters, I cannot and do not warrant or predict results or final developments. Be assured that it is my desire to afford the Township conscientious, faithful, and diligent service, seeking at all times to achieve solutions that are just and reasonable for the Township.

If the foregoing meets with the approval of the Board of Commissioners, kindly signify their consent and approval by having an authorized representative of the Township execute this letter in the space provided below, insert the date, and return the original of this letter to me. Keep the copy of this letter for the Township's records.

Very truly yours,

Economides & Economides

By: 
Constantine Z. Economides

CZE/ev

CONSENTED TO AND APPROVED:

Mr. Kevin W. Kochanski, RLA, CZE
Director of Community Development
July 29, 2016
Page 3 of 3

Radnor Township


By: _____

Witness _____

Radnor Township
PROPOSED MOTION

DATE: August 8, 2016

TO: Radnor Township Board of Commissioners

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

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

LEGISLATION: MOTION: Authorization to Receive Sealed Bids for the Morris Road Safety Improvements Project.

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

PURPOSE AND EXPLANATION: The proposed project will provide for safer pedestrian access along Morris Road, specifically in the area of Morris Road between the Old Sugartown Road and the eastern property line of the strip shopping center. It has been observed by Township staff that the current configuration in front of the small strip mall (WAWA, other stores), across Old Sugartown Road, and to Sugartown Road, is not conducive for efficient pedestrian passage. Another benefit of this project will be to create better traffic flow from the various stores in the strip shopping center.

IMPLEMENTATION SCHEDULE: If approved by the Board of Commissioners, we will bid the project as soon as possible

FISCAL IMPACT: The Engineers Opinion of Probable Construction Costs provided by Gilmore & Associates is \$83,147.

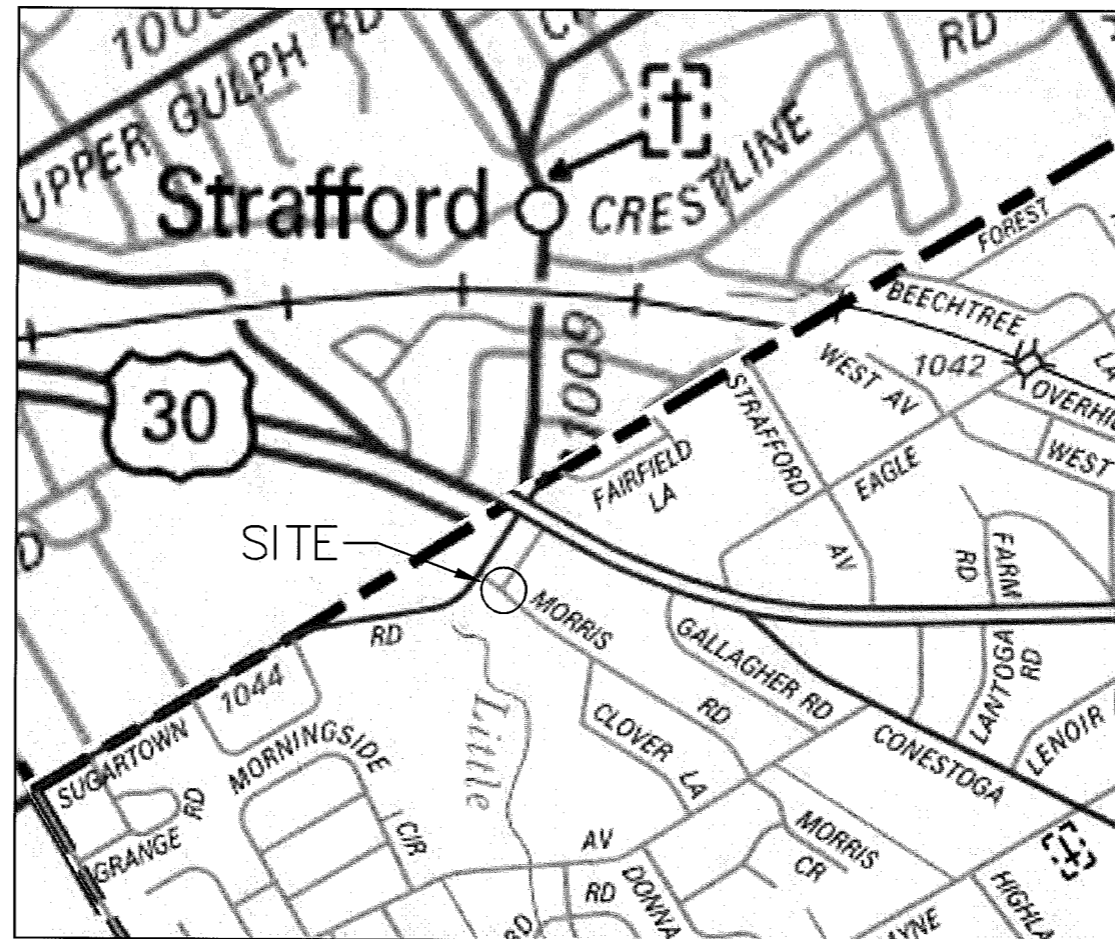
RECOMMENDED ACTION: *I respectfully request the Board of Commissioners authorize the Engineering Department to Receive Sealed Bids for Morris Road Safety Improvements Project.*

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

DRAWINGS
FOR
CONSTRUCTION
OF

MORRIS ROAD SAFETY
IMPROVEMENTS
MORRIS ROAD AND SUGARTOWN ROAD

TITLE SHEET	SHEET 1
STANDARD DETAILS	SHEET 2
CONSTRUCTION PLAN	SHEET 3
GRADING PLAN	SHEET 4
ADA RAMP DETAILS	SHEET 5



LOCATION MAP
SCALE: 1"=500'

GENERAL NOTES:

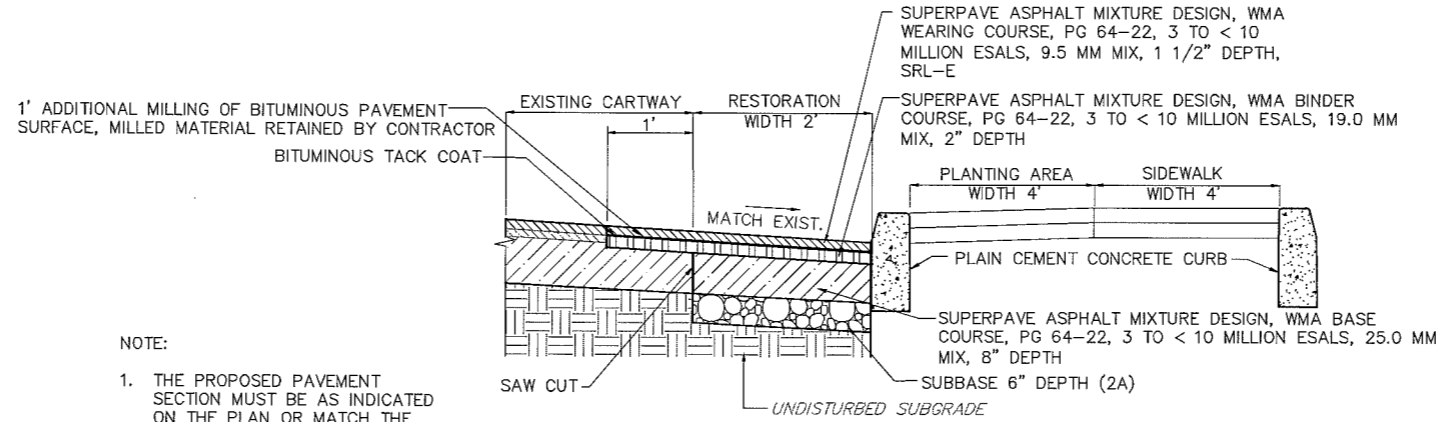
- ALL WORK IN IS TO BE BUILT IN ACCORDANCE WITH:
 - PENNDOT PUBLICATION NUMBER 408 SPECIFICATIONS
 - PENNDOT PUBLICATION NUMBER 72M
 - PENNDOT PUBLICATION NUMBER 213 (67 PA CODE, CHAPTER 212)
 - MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD)-LATEST PENNDOT ADOPTED EDITION
- MAINTENANCE AND PROTECTION OF TRAFFIC DURING CONSTRUCTION SHALL BE IN ACCORDANCE WITH APPLICABLE FIGURES PATA 102, 103, 108, AND 109 AS REQUIRED IN PENNDOT PUBLICATION 213, "WORK ZONE TRAFFIC CONTROL GUIDELINES", AMENDED MARCH 10, 2014, AND TITLE 67 PA CODE, CHAPTER 212, "OFFICIAL TRAFFIC CONTROL DEVICES", DATED FEBRUARY 2008 OR MOST CURRENT. APPLICABLE FIGURES WILL BE PROVIDED UNDER SEPARATE COVER.
- THE LEGAL RIGHT-OF-WAY IS SHOWN AS 60' ON MORRIS ROAD AND 33' ON SUGARTOWN ROAD AS PER AVAILABLE TAX MAP INFORMATION.
- NO OPEN TRENCHES OR DROP OFF CONDITIONS WILL BE PERMITTED DURING NON-WORKING HOURS. OPEN EXCAVATION AT THE END OF DAY ADJACENT TO THE CARTWAY MUST BE BACKFILLED WITH No. 2A STONE TO WITHIN 2 INCHES OF THE ROAD SURFACE LEVEL AT THE END OF THE WORK DAY.
- DISTURBED LAWN AREAS ARE TO BE SEEDED WITH GRASS AND MULCHED WITH STRAW OR OTHER SUITABLE MATERIAL UPON COMPLETION OF WORK.

UTILITY NOTES:

- LOCATIONS OF EXISTING UNDERGROUND UTILITIES/FACILITIES SHOWN HEREON HAVE BEEN DEVELOPED FROM RECORDS, FIELD MARKOUTS BY UTILITY OWNERS, AND/OR ABOVE-GROUND OBSERVATION OF THE SITE. NO EXCAVATIONS WERE PERFORMED IN THE PREPARATION OF THESE DRAWINGS; THEREFORE ALL UTILITIES SHOWN SHOULD BE CONSIDERED APPROXIMATE IN LOCATION, DEPTH, AND SIZE. THE POTENTIAL EXISTS FOR OTHER UNDERGROUND UTILITIES/FACILITIES TO BE PRESENT WHICH ARE NOT SHOWN ON THE DRAWINGS. ONLY THE VISIBLE LOCATIONS OF UNDERGROUND UTILITIES/FACILITIES AT THE TIME OF FIELD SURVEY SHALL BE CONSIDERED TRUE AND ACCURATE. COMPLETENESS OR ACCURACY OF UNDERGROUND UTILITIES/FACILITIES ARE NOT GUARANTEED BY GILMORE & ASSOCIATES INC.
- ALL CONTRACTORS WORKING ON THIS PROJECT SHALL VERIFY LOCATION AND DEPTH OF ALL UNDERGROUND UTILITIES/FACILITIES PRIOR TO START OF WORK AND SHALL COMPLY WITH THE REQUIREMENTS OF P.L. 852, NO. 287 DECEMBER 10, 1974 AS LAST AMENDED ON OCTOBER 9, 2008, PENNSYLVANIA ACT 121. GILMORE & ASSOCIATES INC. HAS OBTAINED A PA-ONE CALL SERIAL NUMBER XXXXXXXX FOR DESIGN PURPOSES ONLY.
- ALL CONTRACTORS WORKING ON THIS PROJECT SHALL BE RESPONSIBLE FOR ENSURING THAT ALL CONSTRUCTION ACTIVITIES RELATED TO THIS PROJECT ARE PERFORMED IN ACCORDANCE WITH ALL APPLICABLE OSHA (OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION) STANDARDS.

DISCLAIMERS:

- IT IS NOT INTENDED THAT THE DRAWINGS BE SCALED TO DETERMINE DIMENSIONS OR ELEVATIONS. CONTRACTOR SHALL CONDUCT HIS WORK IN ACCORDANCE WITH THE SURVEY DATA, DIMENSIONS, AND ELEVATIONS SPECIFICALLY NOTED ON THE DRAWINGS.
- THE PLANS, DETAILS, AND NOTES ARE INTENDED TO INDICATE AS CLEARLY AS PRACTICABLE THE WORK TO BE DONE. HOWEVER, EVERY CONSTRUCTION DETAIL CANNOT ALWAYS BE ACCURATELY ANTICIPATED AND, IN EXECUTING THE WORK, FIELD CONDITIONS MAY REQUIRE REASONABLE MODIFICATIONS IN THE DETAILS OF THE DRAWINGS AND THE WORK INVOLVED.
- THE CONTRACTOR IS RESPONSIBLE FOR REVIEWING THE CONTRACT DOCUMENTS AND FOR VERIFYING ALL DIMENSIONS AND EXISTING CONDITIONS BEFORE PROCEEDING WITH THE WORK. THE CONTRACTOR SHALL IMMEDIATELY REPORT ANY DISCREPANCIES OR CONFLICTS TO THE ENGINEER.



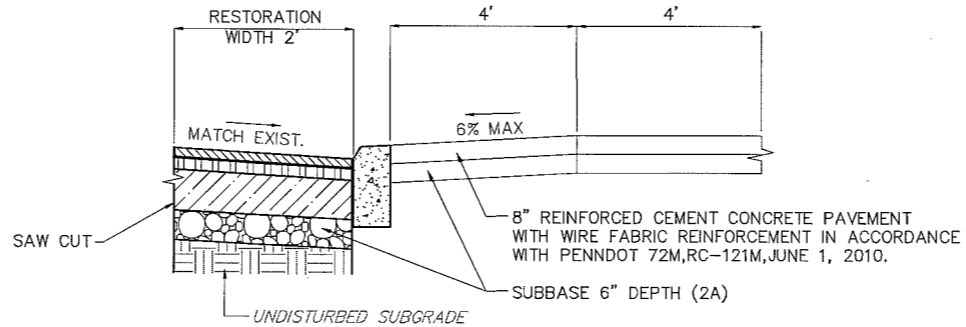
NOTE:

- THE PROPOSED PAVEMENT SECTION MUST BE AS INDICATED ON THE PLAN OR MATCH THE EXISTING AS FOUND IN THE FIELD, WHICHEVER IS GREATER.

TYPICAL SECTION
NOT TO SCALE

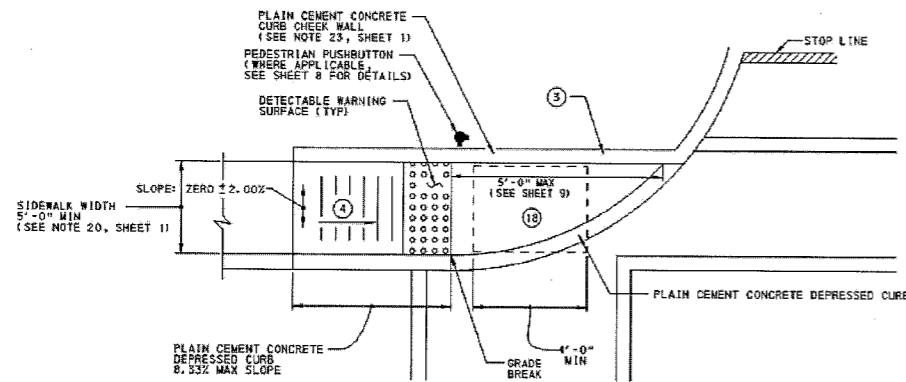
* SIDEWALK TO BE 4" PLAIN CEMENT CONCRETE OVER 4" No 2A STONE.

* SEE PLANS FOR LOCATION AND GRADING OF PLANTING, SIDEWALK AND DRIVEWAY APRONS.



DRIVEWAY APRON DETAIL
NOT TO SCALE

* SEE PLANS FOR LOCATION AND GRADING OF PLANTING, SIDEWALK AND DRIVEWAY APRONS.



TYPE 1A CURB RAMP
ASSISTANT DISTRICT EXECUTIVE APPROVAL
REQUIRED IF TURNING SPACE
IS NOT ENTIRELY ON SIDEWALK

LOCATIONS OF EXISTING UNDERGROUND UTILITIES/FACILITIES SHOWN HEREON HAVE BEEN DEVELOPED FROM RECORDS, FIELD MARKOUTS BY UTILITY OWNERS, AND/OR ABOVE-GROUND OBSERVATION OF THE SITE. NO EXCAVATIONS WERE PERFORMED IN THE PREPARATION OF THESE DRAWINGS; THEREFORE ALL UTILITIES SHOWN SHOULD BE CONSIDERED APPROXIMATE IN LOCATION, DEPTH, AND SIZE. THE POTENTIAL EXISTS FOR OTHER UNDERGROUND UTILITIES/FACILITIES TO BE PRESENT WHICH ARE NOT SHOWN ON THE DRAWINGS. ONLY THE VISIBLE LOCATIONS OF UNDERGROUND UTILITIES/FACILITIES AT THE TIME OF FIELD SURVEY SHALL BE CONSIDERED TRUE AND ACCURATE. COMPLETENESS OR ACCURACY OF UNDERGROUND UTILITIES/FACILITIES ARE NOT GUARANTEED BY GILMORE & ASSOCIATES INC.

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PENNSYLVANIA ONE CALL SYSTEM, INC.

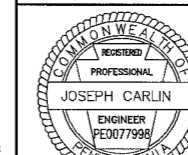
925 Irwin Road
West Mifflin, Pennsylvania
15122 - 1075



BEFORE YOU DIG ANYWHERE IN PENNSYLVANIA! CALL 1-800-242-1776
NON-MEMBERS MUST BE CONTACTED DIRECTLY
PA LAW REQUIRES THREE WORKING DAYS NOTICE TO UTILITIES BEFORE YOU EXCAVATE, DRILL, BURN OR DEMOLISH
SERIAL NO. *****

OWNER:
RADNOR TOWNSHIP
301 IVEN AVENUE
WAYNE, PA 19087
810-688-5600

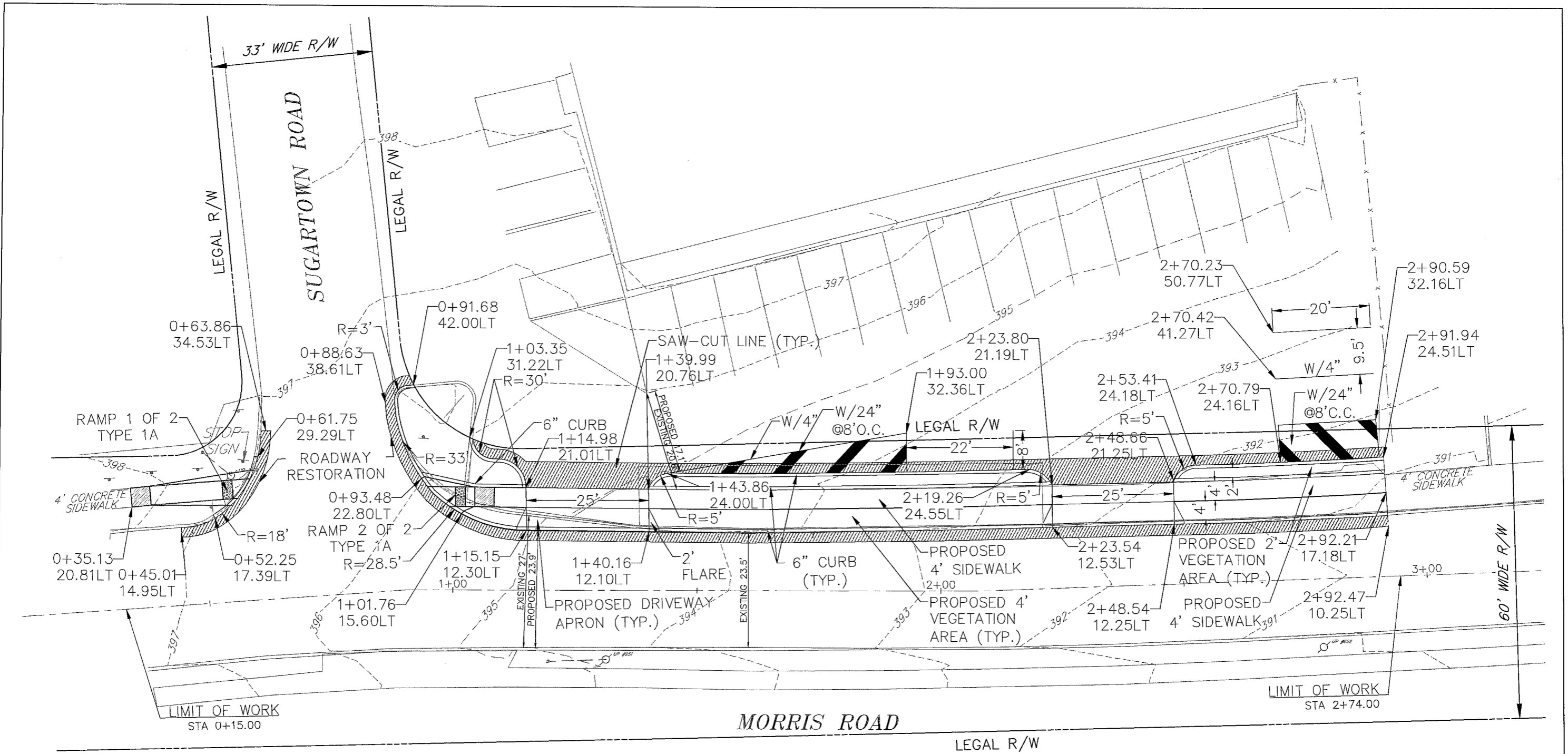
MUNICIPAL FILE NO.:
2015-11032



DATE: 7/18/2016

1	PER TOWNSHIP COMMENTS	7/15/16	MES
REV.	DESCRIPTION	DATE	BY
TAX MAP PARCEL NO.:		INDEX	
N/A		MORRIS ROAD SAFETY IMPROVEMENTS RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA	
TOTAL AREA:	TOTAL LOTS:		
N/A	N/A	GILMORE & ASSOCIATES, INC. ENGINEERING & CONSULTING SERVICES CORPORATE HEADQUARTERS 65 EAST BUTLER AVENUE, SUITE 100, NEW BRITAIN, PA 19051 • (215) 345-4330 • www.gilmore-essoc.com	
DATE:	SCALE:	JOB NO.: 2015-11032 SHEET NO.: 2 OF 5	
07/18/16	N.T.S.	DESIGNED BY: JFC DRAWN BY: LAS CHECKED BY: JFC	

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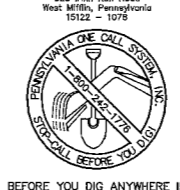
LEGEND

- EXISTING GRADE
- LEGAL RIGHT-OF-WAY LINE
- EXISTING SIGN
- DETECTABLE WARNING SURFACE
- FULL DEPTH CONSTRUCTION

LOCATIONS OF EXISTING UNDERGROUND UTILITIES/FACILITIES SHOWN HEREON HAVE BEEN DEVELOPED FROM RECORDS, FIELD MARKOUTS BY UTILITY OWNERS, AND/OR ABOVE-GROUND OBSERVATION OF THE SITE. NO EXCAVATIONS WERE PERFORMED IN THE PREPARATION OF THESE DRAWINGS; THEREFORE ALL UTILITIES SHOWN SHOULD BE CONSIDERED APPROXIMATE IN LOCATION, DEPTH, AND SIZE. THE POTENTIAL EXISTS FOR OTHER UNDERGROUND UTILITIES/FACILITIES TO BE PRESENT WHICH ARE NOT SHOWN ON THE DRAWINGS. ONLY THE VISIBLE LOCATIONS OF UNDERGROUND UTILITIES/FACILITIES AT THE TIME OF FIELD SURVEY SHALL BE CONSIDERED TRUE AND ACCURATE. COMPLETENESS OR ACCURACY OF UNDERGROUND UTILITIES/FACILITIES ARE NOT GUARANTEED BY GILMORE & ASSOCIATES INC.

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PENNSYLVANIA ONE CALL SYSTEM, INC.



OWNER: RADNOR TOWNSHIP
301 IVEN AVENUE
WAYNE, PA 19087
610-688-5800

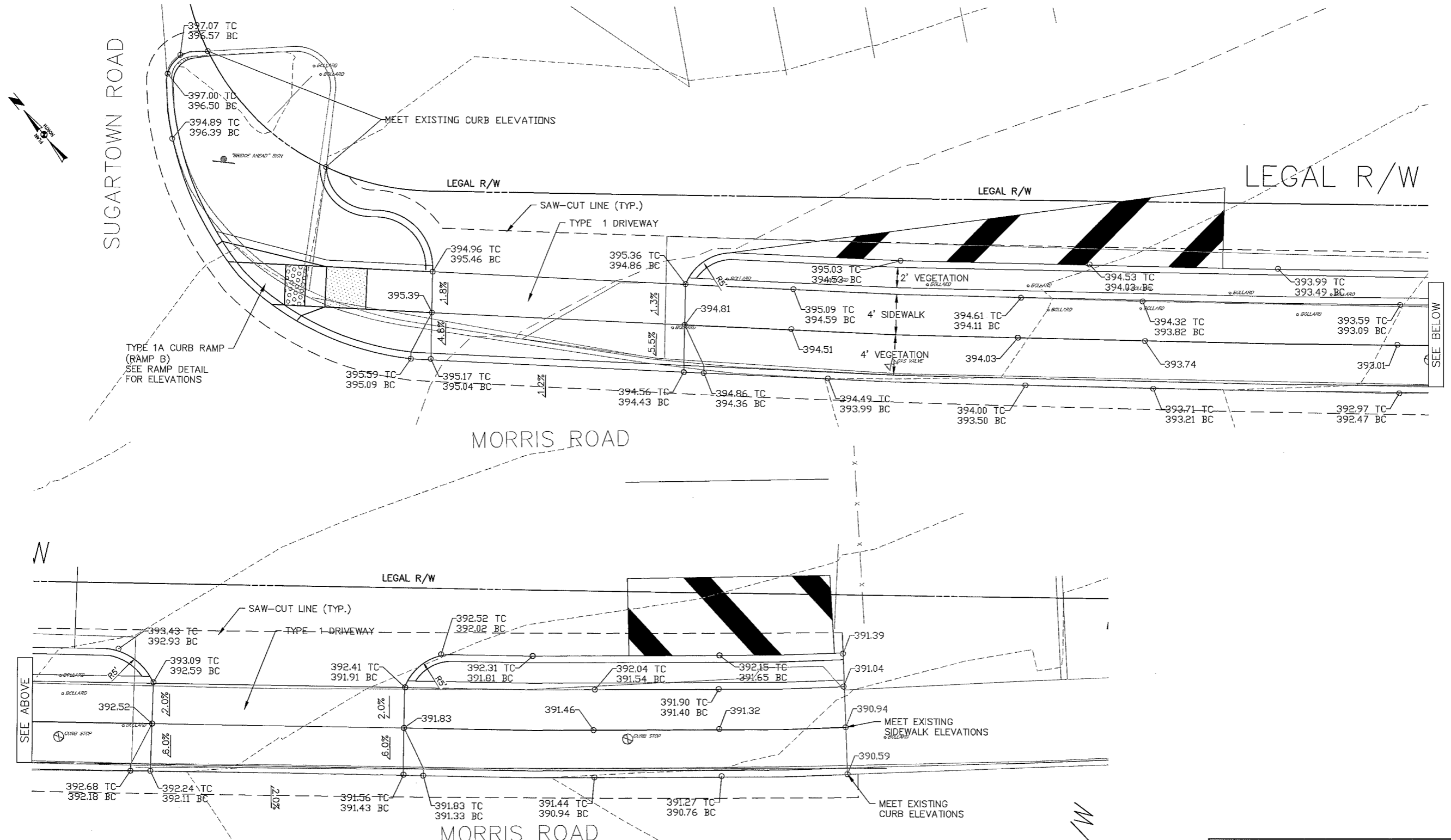
MUNICIPAL FILE NO.: 2015-11032

DATE: 7/18/2016

PROFESSIONAL ENGINEER
JOSEPH CARLIN
PE0077998

1	PER TOWNSHIP COMMENTS	7/15/16	MES
REV.	DESCRIPTION	DATE	BY
TAX MAP PARCEL NO.: N/A		CONSTRUCTION PLAN	
TOTAL AREA: N/A		TOTAL LOTS: N/A	
DATE: 07/15/16		SCALE: 1"=10'	
MORRIS ROAD SAFETY IMPROVEMENTS			
RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA			
GILMORE & ASSOCIATES, INC. ENGINEERING & CONSULTING SERVICES			
CORPORATE HEADQUARTERS 65 EAST BUTLER AVENUE, SUITE 100, NEW BRITAIN, PA 18901 • (215) 945-4330 • www.gilmore-essoc.com			
JOB NO.: 2015-11032		SHEET NO.: 3 OF 5	
DESIGNED BY: JFC	DRAWN BY: LAS	CHECKED BY: JFC	

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PENNSYLVANIA ONE CALL SYSTEM, INC.
 925 Irwin Run Road
 West Mifflin, Pennsylvania
 15122 - 1076

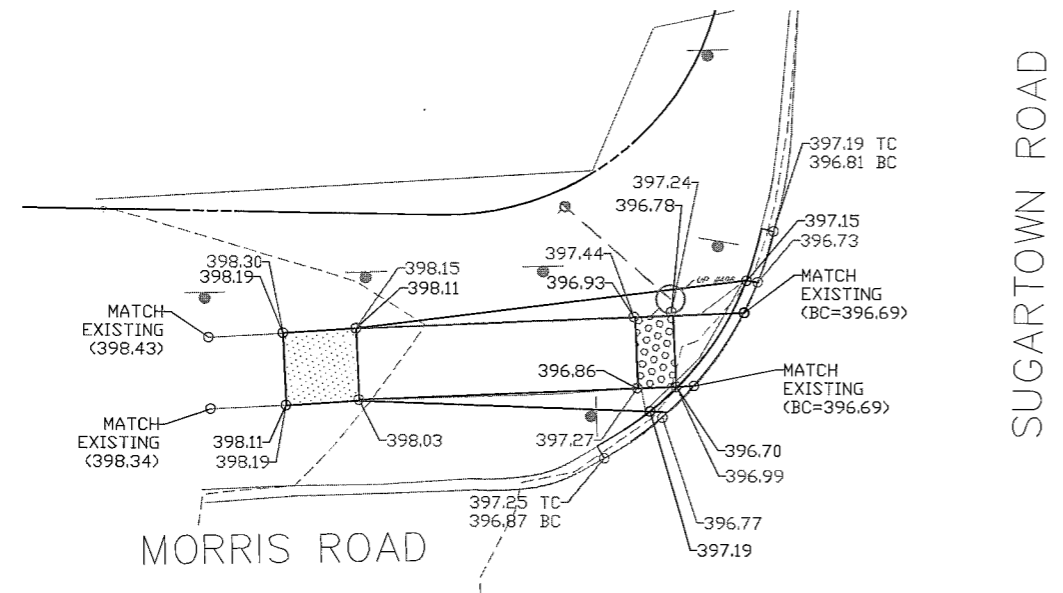


BEFORE YOU DIG ANYWHERE IN PENNSYLVANIA CALL 1-800-242-1776
 NON-MEMBERS MUST BE CONTACTED DIRECTLY
 PA LAW REQUIRES THREE WORKING DAYS NOTICE TO UTILITIES BEFORE YOU EXCAVATE, DRILL, BLAST OR DEMOLISH
 SERIAL NO. *****

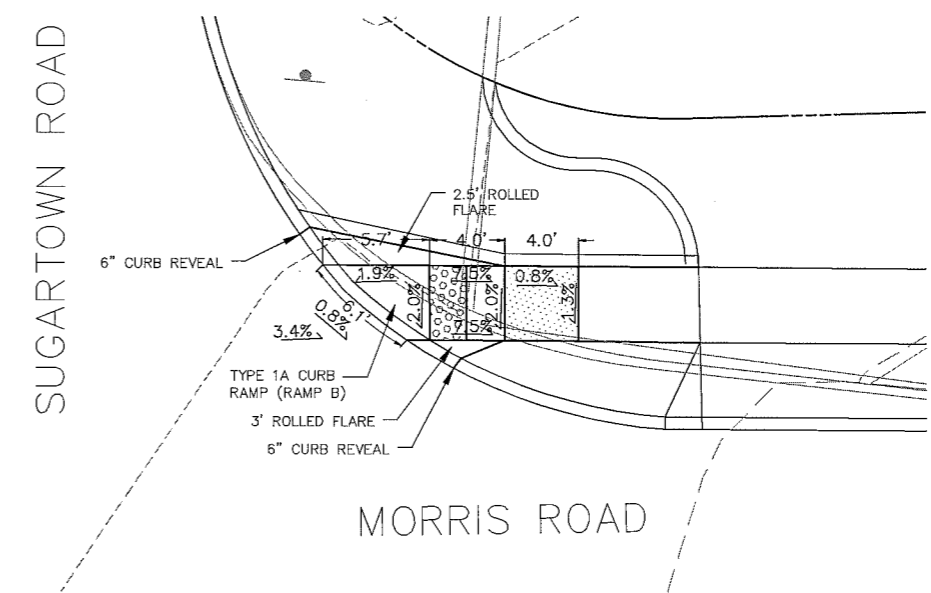
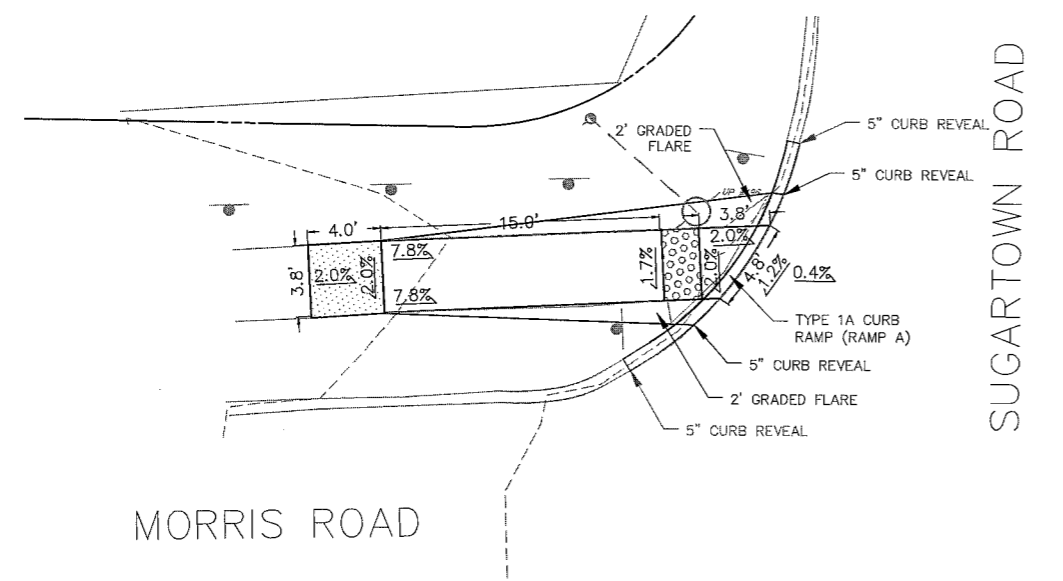
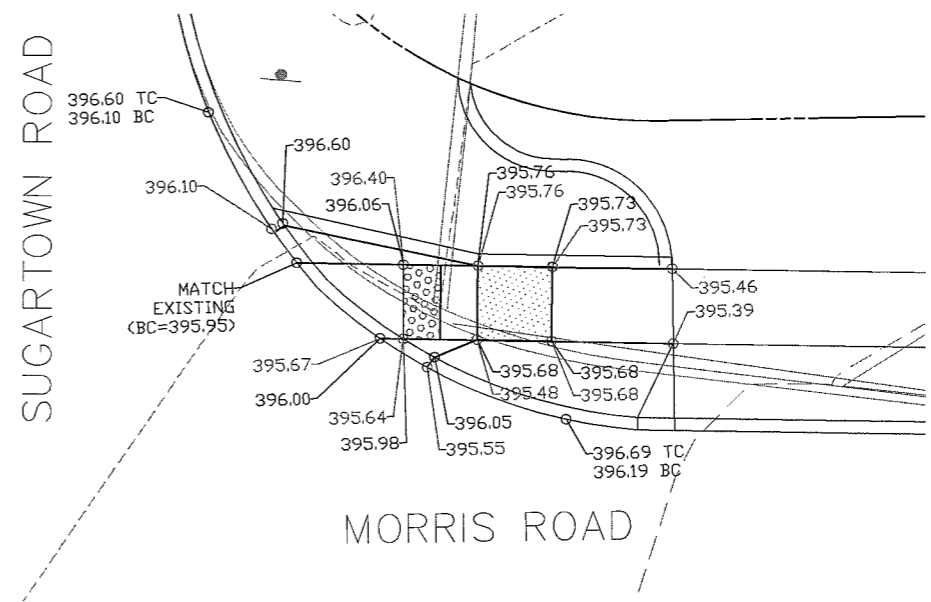
1	PER TOWNSHIP COMMENTS	7/15/16	MES
REV.	DESCRIPTION	DATE	BY
OWNER: RADNOR TOWNSHIP 301 IVEN AVENUE WAYNE, PA 19087 610-688-5800		TAX MAP PARCEL NO.:	N/A
MUNICIPAL FILE NO.:		TOTAL AREA:	TOTAL LOTS:
2015-11032		N/A	N/A
DATE:		SCALE:	
07/18/16		1"=5'	
GRADING PLAN			
MORRIS ROAD			
SAFETY IMPROVEMENTS			
RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA			
GILMORE & ASSOCIATES, INC.			
ENGINEERING & CONSULTING SERVICES			
CORPORATE HEADQUARTERS 88 EAST BUTLER AVENUE, SUITE 100, NEW BRITAIN, PA 18901 • (215) 345-4230 • www.gilmore-essoc.com			
		JOB NO.: 2015-11032 SHEET NO.: 4 OF 5	
DESIGNED BY:	DRAWN BY:	CHECKED BY:	
JFC	LAS	JFC	



TYPE 1A
CURB RAMP A
ELEVATIONS

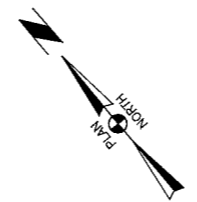


TYPE 1A
CURB RAMP B
ELEVATIONS



TYPE 1A
CURB RAMP A
GRADING PLAN

TYPE 1A
CURB RAMP B
GRADING PLAN



LEGEND

→ 3.97%	PROPOSED GRADE
x 396.52	PROPOSED ELEVATION
□ (dotted pattern)	PROPOSED DETECTABLE WARNING SURFACE
□ (stippled pattern)	LANDING AREA

LOCATIONS OF EXISTING UNDERGROUND UTILITIES/FACILITIES SHOWN HEREON HAVE BEEN DEVELOPED FROM RECORDS, FIELD MARKOUTS BY UTILITY OWNERS, AND/OR ABOVE-GROUND OBSERVATION OF THE SITE. NO EXCAVATIONS WERE PERFORMED IN THE PREPARATION OF THESE DRAWINGS; THEREFORE ALL UTILITIES SHOWN SHOULD BE CONSIDERED APPROXIMATE IN LOCATION, DEPTH, AND SIZE. THE POTENTIAL EXISTS FOR OTHER UNDERGROUND UTILITIES/FACILITIES TO BE PRESENT WHICH ARE NOT SHOWN ON THE DRAWINGS. ONLY THE VISIBLE LOCATIONS OF UNDERGROUND UTILITIES/FACILITIES AT THE TIME OF FIELD SURVEY SHALL BE CONSIDERED TRUE AND ACCURATE. COMPLETENESS OR ACCURACY OF UNDERGROUND UTILITIES/FACILITIES ARE NOT GUARANTEED BY GILMORE & ASSOCIATES INC.

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OWNER: RADNOR TOWNSHIP
301 IVEN AVENUE
WAYNE, PA 19087
610-688-5800

MUNICIPAL FILE NO.: 2015-11032

DATE: 07/18/2016

REGISTERED PROFESSIONAL ENGINEER JOSEPH CARLIN
PE0077998

DATE: 7/18/2016

1	PER TOWNSHIP COMMENTS	7/15/16	MES
REV.	DESCRIPTION	DATE	BY
TAX MAP PARCEL NO.: N/A	TOTAL AREA: N/A	TOTAL LOTS: N/A	ADA RAMP DETAILS
DATE: 07/18/16	SCALE: 1"=5'	MORRIS ROAD SAFETY IMPROVEMENTS	
RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA			
GILMORE & ASSOCIATES, INC. ENGINEERING & CONSULTING SERVICES			
CORPORATE HEADQUARTERS 65 EAST BUTLER AVENUE, SUITE 100, NEW BRITAIN, PA 18601 • (215) 345-4230 • www.gilmore-assoc.com			
JOB NO.: 2015-11032		SHEET NO.: 5 OF 5	
DESIGNED BY: JFC	DRAWN BY: LAS	CHECKED BY: JFC	

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RESOLUTION NO. 2016-90

A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, APPROVING THE PROPOSAL FOR PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS CONSULTING SERVICES FROM CBG COMMUNICATIONS, INC.

WHEREAS, Radnor Township is in the process of negotiating a new cable franchise agreement; and

WHEREAS, the Township has received a proposal from CBG Communications, Inc. to provide consulting services related to the cable franchise renewal for the Township.

NOW, THEREFORE, be it hereby **RESOLVED** that the Board of Commissioners of Radnor Township does hereby approve the July 8, 2016 proposal from CBG Communications, Inc. for consulting services related to its cable franchise renewal including an additional analysis of moving the existing facilities of Radnor Studio 21 to the Township Municipal Building in a total amount not to exceed Fifteen Thousand Dollars (\$15,000.00).

SO RESOLVED this 15th day of August, 2016.

RADNOR TOWNSHIP

By: _____
Name: Philip M. Ahr
Title: President

ATTEST: _____
Robert A. Zienkowski, Secretary



communications, inc.

Philadelphia Office: 73 Chestnut Road, Suite 301, Paoli, PA 19301 P/ (610) 889-7470 F/ (610) 889-7475

St. Paul Office: 1597 Race Street, St. Paul, MN 55102 P/ (651) 340-5300 F/ (651) 340-5820

www.cbgcommunications.com

**Proposal to Provide PEG Access Needs
Assessment Consulting Services
Related to
Cable Franchise Renewal
for
Radnor Township, Pennsylvania**

Submitted by:

CBG Communications, Inc.

Tom Robinson, President
Dick Nielsen, Sr. Engineer
73 Chestnut Road, Suite 301
Paoli, PA 19301
trobinson@cbgcommunications.com

July 8, 2016

Table of Contents

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INTRODUCTION

CBG Communications, Incorporated ("CBG") appreciates the opportunity to provide this Proposal for Public, Educational and Governmental (PEG) Access Consulting Services related to Cable Franchise Renewal for Radnor Township, PA ("Township"). After reviewing our proposal, we hope that you will share the view that our overall experience, innovative methodologies, expertise, enthusiasm and extensive similar work around the region and country qualify us to assist you. CBG has a national reputation in local government cable television and telecommunications needs assessment, Public, Educational and Governmental Access, I-Net, technical and regulatory consulting.

CBG understands that Township seeks a qualified firm with demonstrated experience and expertise to provide professional needs assessment consulting services associated with cable franchise renewal. The overall goal is to ensure that current and future cable related needs of the PEG Access channel providers, program producers and associated organizations, institutions and other communities of interest in the Township are identified and then fulfilled via the terms of a renewed franchise with Comcast Cable ("Comcast").

CBG has explained in its proposal a few of the many services that we provide that we believe will meet the Township's needs and goals as well as other services that provide us with additional expertise and experience that will be beneficial to the project. We will develop a work plan with the Township to ensure that the timeframe for all deliverables meets the goals of the Township.

COMPANY HISTORY AND EXPERIENCE

CBG Communications, Inc. since 2001 (and via a predecessor company since 1994) has established a national reputation in cable television, technology, broadband and telecommunications matters. CBG has a proven track record of providing consulting services for public sector entities which produce effective results.

During their professional careers, CBG's principals have been involved with numerous cable television franchise renewal and telecommunications matters throughout the United States. Mr. Nielsen and Mr. Robinson are professionals with decades of experience performing activities related to cable TV needs and interests ascertainment including evaluating PEG access facilities and determining PEG Access needs, subscriber/non-subscriber attitude, interests, needs and opinion research, evaluating I-Nets for proper functionality, capacity and reliability and determining I-Net related needs for the future, technical audits and system review. They have a clear understanding of the interplay between community needs, law, policy, regulation and technology, and are able to determine realistic, demonstrated needs in an objective way that advances the goals of the Township within the parameters of a cable franchise renewal.

CBG has the requisite experience to assist the Township in its cable television franchise renewal process. Specific expertise includes:

Cable Television

CBG provides a wide range of services regarding cable television-related matters including:

PEG (Public, Educational, and Governmental) Access Analysis - Ascertainment of PEG channel needs, including facilities, equipment, channel capacity, training and facilitation services, access group organization, content development, etc.

Community Needs Assessment - Surveys of subscribers and non-subscribers, review of organizational needs, facilitation of focus groups, public forums and workshops, development of on-line, web-based Internet surveys and forums, etc.

Institutional Network (I-Net) Needs Assessment, Development and Evaluation - Ascertainment of I-Net needs, current and future organizational video, voice and data communications applications, potential system architectures, audit and evaluation of current I-Net, etc.

System Technical Review - Evaluation of the current system, analysis of upgrade scenarios and plans, review of system technological components such as digital video services, video-on-demand, hybrid fiber coax (HFC) architectures, cable modem services, etc. In addition, these reviews focus on the system's ability to safely and reliably provide the services desired by subscribers today as well as the ability to evolve by adding new services in the future.

CBG also provides a host of other services where our experience and expertise will be beneficial to the needs ascertainment project, including:

Telecommunications and ROW Management

Broadband Infrastructure Planning and Development - Assistance with a wide range of network planning and development activities, including, broadband network feasibility and community needs assessment studies, video, voice, and data communications application review and implementation, development of public sector telecommunications infrastructure (including review and analysis of physical transport, architectures, aerial and underground construction methods and locations, etc.). development of local government-owned and common conduit policies and leasing plans, analysis of co-location and co-build requirements and strategies, inventories of telecommunications and other utility infrastructure, review of construction techniques (open street cuts, directional boring, saw-cuts, etc.), wireless communications site planning and evaluation, etc.

ROW Management Requirements Development - Services include development of provisions regarding the permitting process, licensing, ROW management procedures, construction and inspection requirements, ROW usage fee structures (including the provision of in-kind services), insurance, indemnification and bonding, service definitions and other critical issues.

PERSONNEL QUALIFICATIONS

Overall Project management and key task performance will be provided by Tom Robinson out of CBG's Philadelphia office. Comprehensive task performance and support will be provided by Dick Nielsen, Senior Engineer, assisted by Krystene Rivers, Research Associate and in conjunction with Team Partner, Carson Hamlin.

The skills and qualifications of the firm's principals and our Team Partner are set forth below.

Thomas G. Robinson

Thomas G. (Tom) Robinson is President of CBG Communications, Inc. and is based in the Philadelphia, Pennsylvania office. Mr. Robinson has worked with local governments all across the country on a variety of cable, broadband, telecommunications and ROW management projects, including: needs assessments; Public, Educational and Governmental (PEG) access issues; institutional networks; technical reviews; infrastructure issues; wireless networking; optical networks; telecommunications strategic planning and policy development; competitive communications system reviews; cable television franchise renewals; ROW management regulations and ordinances, regulatory agreements and other matters. He is a frequent speaker at telecommunications, local government and technical conferences. Mr. Robinson has written numerous columns for *Communications Engineering & Design (CED)* magazine.

Prior to joining CBG, Mr. Robinson was, for seven years, Director of Technology Development for River Oaks Communications Corporation, where he worked with numerous local government clients on telecommunications and cable television projects. Mr. Robinson also served for 10 years as Chief of the Cable Regulatory Division of the Department of Consumer Affairs for Fairfax County, Virginia. While there, he was involved in a host of activities related to oversight of one of the nation's largest cable systems. Prior to his work in Fairfax, Mr. Robinson was with Magnavox CATV Systems, Inc. (now part of Arris), where he worked first as a system designer and then in product management. While at Magnavox, he helped develop and market new amplification systems and products that paved the way toward today's high capacity cable systems.

Mr. Robinson began his career as an announcer, program director and operations engineer in radio and television at several radio stations in the Baltimore/Washington area and at the public broadcasting television and radio stations (WCNY-TV/FM) in Syracuse, New York.

He holds an M.S. in Telecommunications/Film from Syracuse University's S.I. Newhouse School of Public Communications and a B.A. in Mass Communications from Towson University where he graduated *Summa Cum Laude*.

Richard R. Nielsen

Richard R. (Dick) Nielsen is CBG Communications, Inc.'s Senior Engineer and is based out of the Saint Paul, Minnesota office. Mr. Nielsen works as lead technical staff for CBG. His work includes cable television system community and PEG needs assessments, performance audits; video system, facilities and equipment evaluation, institutional network needs assessment, design, application development and performance review; underground and aerial construction planning,

review and analysis; telecommunications system design, application, development and review; data communication system and equipment planning; as well as review and analysis of other technical issues.

Prior to Mr. Nielsen joining CBG, he spent 19 years, in the Twin Cities Metropolitan area, with AT&T Broadband and its predecessor companies. The last four were spent as the Institutional Network Manager. While managing, he was involved in a wide range of activities, including maintenance of institutional networks ("I-Net") with over 1000 miles of coaxial, HFC and fiber optic plant representing over 20 franchise areas from the northwestern suburbs to the southern suburbs of the Twin Cities. Mr. Nielsen provided supervision of construction activities, planning and designing new and upgrading existing I-Nets, budgeting for new and updated I-Nets, and activation of fiber optic nodes, power supplies, amplifiers, pilot generators and status monitoring systems. Mr. Nielsen regularly represented AT&T Broadband at various regulatory meetings relating to I-Net issues. He also worked closely with consultants in evaluating and designing upgrades to existing I-Nets.

For the 8 years prior to being I-Net Manager, Mr. Nielsen was the Technical Supervisor. He supervised 35 Maintenance Technicians and Service Technicians with responsibilities from the Quad Cities and Oak Grove Franchise areas in the northern suburbs, to the centrally located franchise areas of NSCC and the Ramsey/Washington Counties Suburban Cable Commission down through Saint Paul to Burnsville/Eagan and Hastings. Mr. Nielsen implemented a plan to bring service levels up to NCTA and FCC standards, and was in charge of reporting all engineering and technical data for national reporting FCC testing and reporting and public files for CLI and Proof of Performance. Additionally Mr. Nielsen spent 4 years as a Headend Technician and was involved in designing, wiring and maintaining headends, hubs and antennas. He was on call 24 hours a day for problems related to headends. Mr. Nielsen's first 3 years were spent as a Maintenance Technician. He was responsible for maintaining HSN and I-Net plants, field testing of FCC CLI and Proof of Performance requirements as well as working on call (24/7) for outages and problems.

Mr. Nielsen began his career as a technician and installer for Best Vision SMATV and Muller Prybel. Formal education was received at Dakota County Vocational Technical School in its Cable Television Degree Program.

Krystene Rivers

Krystene Rivers is a Research Associate for CBG Communications with a diverse background in research, accounting, project planning and executive management. Prior to joining the firm, Mrs. Rivers worked for over 18 years in various financial and executive management positions with each career requiring a variety of diverse financial, technical and operational skills. Mrs. Rivers has worked in a variety of both large and small business environments from a partnership business to a large corporation. This experience has enabled Mrs. Rivers to contribute insight and research experience into CBG's Needs Ascertainment and related projects. Mrs. Rivers is currently responsible for communications research projects which include the gathering of key information associated with needs ascertainment, survey research and development, data compilation and analysis and consumer issues. She is also a key component in the preparation of presentations and reports necessary for the provision of CBG's communications consulting services.

Team Partner

Carson Hamlin

Carson Hamlin, Media Integration Specialist/Video Engineer, received his B.A. degree in Technical Communications from Colorado State University. Mr. Hamlin is a native of Colorado. He worked for the Hewlett Packard Company for 12 years, eventually leaving HP's Interactive Television Network in Cupertino, California to return to Colorado. He is now the Media Integration Specialist and Operations Manager for the City of Fort Collins, CO where he oversees all of the technical aspects of digital video communication for the City of Fort Collins and Larimer County, CO. He is also the staff liaison between the city and all of the other PEG entities in Fort Collins. His duties include the oversight and purchase of all equipment used for both government and public access.

Mr. Hamlin has worked extensively as a Technical Director, editor, audio engineer and design engineer. His qualifications include video facility and system design, including the evaluation and purchasing of equipment used in all types of production facilities, integration of equipment, and troubleshooting. He has worked with CBG on multiple projects with many communities regarding the technical aspects of their PEG Access systems, facilities and equipment.

CBG COMMUNICATIONS, INC.'S SIMILAR RENEWAL RELATED PROJECTS

Philadelphia, Pennsylvania: CBG recently completed comprehensive franchise renewal assistance to the City, including a multi-method, multi-faceted cable-related residential, I-Net and PEG Access needs assessment, technical audit and franchise fee audit for the City in Comcast's home location. CBG also continues to perform ongoing work concerning franchise oversight issues concerning Verizon and Comcast, PEG Access implementation and the development of wide-ranging ROW Management policies, procedures and regulations; As part of this, CBG helped the City evaluate the viability of Temple University's PEG Access channel facilities, equipment, operations and signal transport. Prior to this, CBG developed comprehensive revisions to the ROW Management fee structure, including an Annual Fee per provider that includes permitting and ongoing management components, as well as a street degradation fee; also developed a master ROW ordinance, now in place in the Philadelphia Code. Work to-date also includes a detailed study of infrastructure placed by numerous telecommunications and other utility providers and negotiations on ROW Use terms and conditions with multiple providers. *CBG's work over the years has resulted in development of additional funding and services for PEG via the Verizon franchise, highly advanced competitive system options for residents, implementation of a new Educational Access channel for Temple University and improved right-of-way management.*

Charles County, Maryland: Ongoing work performing a broad-based community needs assessment, technical audit, PEG Access and I-Net review, and franchise, PEG and I-Net Fee review. We'll soon begin negotiations on a renewed Comcast franchise. Prior to this, completed work involving the provision of consulting services related to technical support for the County in its Franchise development and negotiations with both Comcast and Verizon FIOS especially related to Public, Educational and Governmental ("PEG") Access, Institutional Network and cable system architecture and performance requirements. As part of this, CBG performed an extensive review of design, construction, installation, labor, and materials needed to develop the Charles County dark fiber I-Net serving a countywide school district and multiple government agencies, including a detailed cost analysis. This helped ensure that no more than reimbursable costs (including the cost of debt financing) were allocated for pass-through to subscribers. Initially, work involved a Cable-related Needs Assessment incorporating an I-Net and PEG Access Needs Assessment study, including extensive organizational surveys of K-12, higher education, governmental, non-profit and business entities, a technical review, PEG Access and I-Net architectural and equipment review and workshops. The project also included a targeted technical review that provided a description of the cable system currently in place, a description of the planned system upgrade, and recommendations for comprehensive cable system technical elements and provisions, in addition to I-Net and PEG Access, to be incorporated in a cable franchise. CBG Communications was successful in assisting the County in achieving PEG support in its new franchise. Some of the provisions of the franchise based on the Needs Assessment included: Fiber optic I-Net serving 80+ locations deeded over to the County; PEG fee, three (3) new PEG channels, two (2) training channels and additional channels based on triggers.

Metropolitan Area Communications Commission (MACC), Portland, Oregon Metropolitan Area Communities: CBG most recently assisted MACC with the formal franchise renewal process with Comcast which ultimately resulted in a successful informally negotiated franchise. Prior to this, CBG performed a comprehensive cable-related needs assessment. CBG also recently assisted MACC with the breakdown, relocation and reinstallation of its entire Tualatin Valley Community Television (TVCTV) production facility, including operational verification of all existing and new equipment in the new facility. Prior to this, CBG assisted MACC with an updated

Public Communications Network (PCN) (I-Net) audit, application review and projections for future network enhancements. Before that, CBG completed a comprehensive, initial PCN technical audit and certification for countywide WAN, covering 5 school districts and multiple municipal and county agencies (over 250 facilities in all). Also, CBG completed a residential cable television system upgrade certification, I-Net franchise provisions, and assisted in negotiations. This work included a comprehensive physical plant audit, which assessed compliance with the NEC, NESC and a variety of ROW use requirements. Also performed technical review of cable TV infrastructure and needs assessment work related to franchise renewal with AT&T/TCI (now Comcast), including subscriber and Institutional Network performance, architecture, services, applications and upgrade review. CBG has provided plans for MACC for improving network functionality and reliability as well as language for agreements with Comcast. *CBG's work over the years has resulted in the PCN providing up to 1 Gbps connectivity to each of over 250 locations, plus highly advanced, competitive residential subscriber systems being available to MACC area residents with superior technical quality and multiple PEG Access services.*

Ramsey Washington Suburban Cable Commission (RWSCC) (Suburban St. Paul, MN area): CBG is currently working with the RWSCC on a comprehensive needs assessment update (after a franchise extension) and also on the development of a franchise with CenturyLink. Prior to this, CBG completed a comprehensive Needs Assessment and System Technical Audit for the RWSCC and its 11 member cities. This project involved a variety of elements, including detailed analysis of existing, and projections of enhanced, advanced PEG facilities, a telephone-based residential community subscriber/non-subscriber survey, a community organization online survey, focused discussions with representatives from each one of the member cities, a residential and institutional network technical audit and review, and other tasks.

North Suburban Communications Commission (NSCC), Suburban St. Paul, MN Area – CBG completed assistance to the Commission with evaluation of Comcast's proposal in response to a Request for Renewal Proposal as part of the formal renewal process with Comcast. CBG has subsequently worked with the Commission concerning next steps in the process after the issuance of a preliminary denial. Prior to this, CBG completed a PEG Access technical review, an I-Net technical review, and system technical audit services in the 10 member cities of NSCC. This technical audit provided the NSCC with an understanding of the current condition and operation and future capabilities of the subscriber and institutional networks operated by Comcast. CBG provided the NSCC with a Comprehensive Report concerning the Technical Study of the subscriber network and I-Nets, PEG transport and Master Control facilities. *The findings were utilized to create RFRP language including: system inspection requirements; maintaining availability of the existing dark fiber optic I-Net for video origination and data connectivity; I-Net solutions to replace the existing HFC I-Net and equipment; migration of PEG programming to both standard digital and HD formats, and other provisions.*

Mount Hood Cable Regulatory Commission (MHCRC), Portland and Multnomah County, Oregon: Completed work assisting the MHCRC in franchise negotiations and development as needed with Comcast. *The resulting franchise includes high definition channel capacity for every PEG Access channel, funding to complete HD transition, on-demand capacity on the system and continuation of its extensive fiber-based I-Net and 3% PEG/I-Net fee.* Prior to this, CBG completed a comprehensive, broad-based, community communications technology report and plan that analyzed the communications technology related needs of a broad spectrum of the Portland and Multnomah County community, including PEG Access providers, residential, business,

government, institutional, ethnic and cultural, immigrant and refugee, non-profit and educational interests within the Cities and County encompassed within the MHCRC's jurisdiction. Work activities included a review of multiple PEG operations and evaluation of their plans to move to high definition digital production. Activities also included a statistically valid telephone survey of the residential community and large scale on-line surveys of the general public, community media organizations and producers, educational, governmental and other institutional entities, non-profits and community technology grant recipients. CBG also facilitated numerous focus groups, workshops and interviews focusing on a wide range of those involved with providing and using communications technologies.

Clackamas County, Oregon: CBG completed a cable-related needs assessment for the County concerning the County's Comcast franchise. Prior to this, CBG has completed multiple Community Needs Ascertainments for Clackamas County. As part of these ascertainments, CBG reviewed the production, post-production and video transport environments of Clackamas Community College, North Clackamas and other school districts, Willamette Falls Community Access and the County's Government Channel, including assessing and making recommendations on migration to a high definition production environment. These portions of our project also included assessments through surveys and focus groups to better understand general residential community needs as well as needs as they relate to PEG Access. CBG then made recommendations to the County on what improvements or changes are needed to better serve the general public regarding access operations and programming within the County and cable TV service as a whole. Ongoing work currently involves support to the County related to system technical evaluations, needs assessments and reviewing the County's cable operators' compliance with requirements under the franchises. This also included assessment of compliance with FCC technical standards and requirements. CBG has assisted Clackamas County in negotiations and regulation issues encompassed in 14 separate franchises. *CBG has successfully assisted the County in increasing PEG Access support in all renewal franchises. Other provisions of the franchises include active public, K-12, higher education and government channels with the ability to add 1 additional channel and a second additional channel after the operator converts to an all-digital format. CBG has provided the County with all technical language in its franchises and has participated in multiple negotiations with the providers.*

PROPOSED METHODOLOGY AND APPROACH TO SCOPE OF SERVICES

CBG has created the following Scope of Services based on our understanding of the needs of the Township as part of the franchise renewal process with Comcast. We have based this understanding on discussions with the Township's Legal Counsel Dan Cohen and our experience in franchise renewals around the country. CBG will work with the Township to refine the Scope of Services, develop a final timeline and revise the task hours and associated costs outlined below as needed to meet the Township's requirements.

Public, Educational and Educational (PEG) Access Assessment

CBG understands that a critical component of the needs ascertainment process is to review current and potential PEG Access utilization, operations, services, equipment, capacity, funding and facilities. As further detailed below, information will be gathered by CBG, the Township, and the other PEG providers regarding current operations, existing plans for the future and on-site review of facilities and equipment. CBG will analyze all of this information, as well as conduct critical focus groups, and report its findings, projections and recommendations. We will help the Township determine how the number and types of PEG Access channels are functioning for individual and organizational access to video and multimedia technology and services currently and what is needed in the future. Overall, in working with the existing PEG content providers such as the Township itself (RTV Channel 5), Radnor Studio 21 Public Access, the Public Schools (RAD TV Channel 8), and other pertinent constituent Communities in the Township, we will assist the Township in determining a wide range of current and future PEG Access needs and interests.

These types of assessments will then help the Township decide what terms and conditions are needed in a cable franchise that can help expand outreach for individuals, organizations and governmental and educational entities through development of new, and continued enhancement of existing, PEG Access communications opportunities.

We believe that an innovative and comprehensive approach is the best way to arrive at a true picture of the Township's cable-related PEG needs. CBG will utilize an expert combination of personnel for the necessary work under this Task, including CBG principals and our team partner, Carson Hamlin, Media Integration Specialist.

Regarding assessing PEG Access needs, we anticipate that the Township, PEG Providers, CBG and its team partners will perform the following information gathering, review and analysis tasks as part of the overall work plan:

- a) **Background Information/Documentation Review** – CBG will prepare a documentation request concerning information to be gathered by the Township and the other PEG Access providers. CBG will review and analyze the information gathered through this process concerning all the Access facilities, equipment and service needs demonstrated.
- b) **User Profile Development** – CBG would develop a profile of the current and expected Radnor user population, through information gleaned from the background review and a variety of other techniques, including:

- **Focus group of current and projected PEG Access program providers and users** – CBG will work with the Township to establish the best representation of diverse current and potential Public, Educational and Governmental Access television and multimedia content producers, clients, users and channel administrators in a focus group format to ensure that there is a broad expression of opinion, meaningful dialogue and information gathering that is highly pertinent to the project requirements. We anticipate 3 groups as part of this effort – one each for public, educational and governmental access.

 - **Focus group/Workshop with community leaders and community and non-profit organizations and agencies** – CBG will work with the Township to establish a meaningful and effective focus group or workshop to determine the opinions and reactions of the diverse organizational populations that will affect, guide, produce and use PEG Access services. This could include a group centered on diverse community leaders, community groups, business leaders, non-profit organizations and others. CBG has been effective in the operation of, and analysis of the information gathered from, such groups through its previous needs assessment work. As such, we have a keen awareness of their value to accurately forecasting both short and long term PEG Access needs and interests. We envision a focus group or a workshop as part of this task, depending on the size of the group. For example, non-profits and community leaders and groups often come together in a large group format such as a workshop, whereas a group of representatives from associations, chambers of commerce, etc. would typically be more effective in a smaller focus group format.
- c) **Equipment and Facilities Level Analysis and Projections** – CBG will, from our facilities tours, focus group discussions and the information provided by the Access channel providers, evaluate the PEG Access technical operations, equipment and facilities to determine if these facilities are capable of meeting the future needs of the Access entities and the communities they serve.

For this task, CBG will focus on the technical capabilities of the Access program production facilities to provide services. This will include, for example, the ability of signal transport equipment to deliver programming in the form required by the cable operator with no degradation occurring during transport. For instance, is programming being transported in a form that does not compress it to a level where undesired artifacts are added or where pixilation occurs? Are servers in place capable of storing the programming needed by the Access entity? Does the master control playback system meet the needs of the Access entity today for cable programming as well as web streaming? Will this system meet the needs in the future or do upgrades or enhancements need to be made today or down the road? A determination will be made as to what equipment replacements or enhancements need to occur on the playback and transport systems to accommodate HDTV programming onto the PEG channels on the subscriber system.

As part of determining the production, post production and transmission facilities and equipment required to meet the present and future needs of the user population, the following techniques would be used. Based on the detailed on-site evaluations of the Access production locations made by Tom Robinson, with assistance from Carson Hamlin and Dick Nielsen, we will evaluate current and anticipated uses of facilities, including studio and remote as applicable, live and recorded production, post production, content duplication and transmission capabilities. Specifics that will be looked at include such items as types of

cameras needed and the technology required to achieve the desired level of quality. Post-production equipment will be evaluated according to the types of editing systems needed to meet desired quality levels.

Anticipating initial needs and equipment replacement requirements will require an evaluation of the goals and objectives of the Access facility. Projected equipment usage and overall facility demand will be considered. For example, if the demand is mainly for live public proceedings, the Government Access facility would need an up-to-date Board of Supervisors production facility, along with potential meeting room production capability. Different equipment needs would also be evaluated for the combined live and post-production environment. For example, a demand for magazine format programs where much of the video is recorded at various times in the field would require increasing amounts of remote camera equipment and more editing. Another requirement is the ability to meet the demands of all the projected users of a facility. Multiple programs could be in production simultaneously, such as field and public meeting programs.

After all needs are assessed, the information would then be projected out and incorporated with technology shifts. Once all necessary information is gathered and resultant needs are determined, a list of equipment and facility functional areas with associated cost projections and replacement schedules would be developed to meet the identified needs. All findings will be incorporated into the overall Needs Assessment report as indicated below.

- d) **Nature and Level of PEG Access Channel Capacity** – CBG would use all the information previously and newly gathered to determine the number of PEG Access channels and the level of Access services necessary to satisfy the expected provider and user population and demand for channel time. The determination of services and the number of Access channels needed would include projections of the types of delivery methods that would be best-suited to deliver desired content (real-time, on demand, full program formats, iTV multimedia content, etc.) and then compare this with the nature and type of cable-related methods that could be employed and the capacity that these methods require separately and cumulatively.
- e) **Funding Requirements and the Role and Responsibility of the Cable Operator** – CBG believes strongly that effective Access and other local programming contributes significantly to the success of the cable operator. Additionally, the cable operator has the responsibility to meet demonstrated community needs in a renewed franchise, including PEG Access-related needs. Accordingly, this facet of the review will look at the necessary ongoing role of the operator in contributing to the continued success of Access. From the information previously and newly gathered, CBG will work with the Township to determine capital contributions, channel capacity and other items that, based on applicable law and regulation, can be negotiated and provided for in a cable franchise and indicate the types of associated provisions that should be structured in order to embody pertinent requirements in a renewed franchise.

Once the work detailed above is completed, CBG will summarize all findings, analyze and assess the needs and interests of Communities involved with and served by PEG Access (providers, clients, users, supporters, staff, etc.), assess the potential for PEG Access to meet the determined needs and interests, including an assessment of facility, equipment, channel capacity and other requirements, and recommend directions for the Township to pursue, especially as these directions may be incorporated in the franchising process. This analysis will be incorporated in the written

Ascertainment report discussed below.

PEG ACCESS NEEDS ASSESSMENT REPORT

CBG will take all the information gathered, review, compile and analyze it, and determine what cable-related needs are being demonstrated by the various Communities of Interest in Radnor. CBG would include all the component elements into the PEG Access Needs Assessment Report. The report will include verifiable support for all findings, conclusions and recommendations. The report will include a detailed description of methodologies and analysis employed. All of the findings will be summarized for inclusion in the Report with recommendations for improvements, enhancements, expansions and upgrades to meet both the current and future needs demonstrated. CBG and its Team Partner will then look at ways that Comcast could meet the demonstrated needs in a renewed franchise. Specifically, CBG would work with the Township and the Cohen Law Group to identify the litany of needs that can reasonably be embodied in a franchise and the types of provisions to meet and embody such needs.

The final report will incorporate input from Township staff and the identified Communities of Interest. The report will be thorough and concise. It will provide a well-supported needs assessment foundation to be utilized effectively in cable franchise renewal negotiations.

PROJECT TIMELINE

Projects such as this one typically take approximately 3-4 months depending on the scheduling of surveys, interviews, focus groups, other meetings, on-site visits and the availability of key personnel. It is critical that we work with the Township to develop a comprehensive work plan upfront that meets franchise renewal needs. Project milestones will be established and update discussions will occur regularly with Township staff. We will work both on-site and remotely and attend meetings as needed, and help coordinate all the processes necessary, to meet the project objectives in a timely manner. CBG and its Team Partners will work to keep tasks running concurrently in order to maximize resources and minimize the overall timeframe for completion. We can start on this important project in August, 2016 with anticipated completion in late October 2016.

CBG strives to provide the best support to our clients based on our experience as shown above. CBG is often retained for follow-up work after the initial project is completed. Although our experience and insight are certainly significant contributors to this, timeliness and availability are also key to keeping our clients satisfied.

PROJECT COST

CBG will complete a PEG Access Needs Assessment project that encompasses all of the tasks described above, for the not to exceed cost of \$12,500 including reimbursable expenses¹.

The cost estimate is based on the number of hours projected (65) multiplied by a blending of the individuals' hourly rates as defined below. The specific hourly rates charged vary from \$50 per hour (Research Associate) to \$175 per hour (Principal Consultant), depending upon the personnel utilized.

Personnel Hourly Professional Services Rates

The hourly rates for the personnel that will be involved are the following:

Tom Robinson, Principal Consultant - \$175.00

Dick Nielsen, Senior Engineer - \$165.00

Krystene Rivers, Research Associate - \$50.00

Carson Hamlin, Video Engineer/Media Integration Specialist - \$125.00

Invoicing/Billing

CBG bills for professional services on a monthly basis. Each invoice details an individual that performed services that month and their monthly charge, including hours worked. Additionally, each invoice will contain a detailed narrative of work performed during the billing period.

Conclusion

CBG appreciates the opportunity to provide Radnor Township with this Proposal for PEG Access Needs Assessment Consulting Services Related to Cable Franchise Renewal. We have the requisite expertise and regional and national experience to competently, efficiently and expeditiously provide the services and results the Township requires related to its franchise renewal processes.

¹ CBG and its team partners would be reimbursed for expenses such as telephone, clerical charges, postage, copy expenses, Fed Ex or courier expenses, travel expenses, and other similar expenses. We are utilizing a rate of 10% above Professional Services fees for estimation purposes concerning reimbursement expense cost.

Public Participation

RESOLUTION NO. 2016-89
A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, GRANTING AN EASEMENT
TO PECO AT 113 NORTH WAYNE AVENUE

WHEREAS, PECO wishes to install new underground electric infrastructure on the east side of North Wayne Avenue, traversing the entrance to the Township's Municipal Parking Lot (North Wayne Lot, 113 North Wayne Avenue)

WHEREAS, PECO is undertaking this project to provide better service for the businesses in the WBOD and WBA, that reside along North Wayne Avenue, from Lancaster Avenue to West/Station Avenue

WHEREAS, PECO requires and easement agreement from the Township (attached) to perform this work

NOW, THEREFORE, be it *RESOLVED* by the Board of Commissioners of Radnor Township does grant an easement to PECO to install electric service infrastructure at 113 North Wayne Avenue, the entrance to the North Wayne Parking Lot, for the consideration of one dollar

SO RESOLVED this 15th day of August, A.D., 2016

RADNOR TOWNSHIP

By: _____
Name: Philip M. Ahr
Title: President

ATTEST: _____
Robert A. Zienkowski
Manager/Secretary

Prepared By: PECO ENERGY COMPANY
Return to:

Being P/O Folio No.: 36-01-00590-00
Site: 113 N. Wayne Av

RIGHT OF WAY

File Number: 50-11976
Quad No.: 40A3

BE IT KNOWN that for and in consideration of the payment by **PECO ENERGY COMPANY** (the "Company") of the sum of ONE DOLLAR (\$1.00), the receipt whereof is hereby acknowledged, **RADNOR TOWNSHIP** (the "Grantor") hereby grant(s) to the Company, the full, free and uninterrupted right, liberty and privilege to erect, install, operate, maintain, renew, add to, relocate, replace and remove such electric and communication transmission and distribution facilities, including wires, cables, conduits, manholes, fiber optics and appurtenances (the "facilities") as shall be necessary for the transmission and distribution of electric services within **55** feet west of the centerline of a public highway known as **north Wayne Avenue** (60 feet wide), (subject to such deviations as may be necessary due to construction conditions) as now existing or as may be hereafter established, abutting premises of the Grantor located at a point approximately 255 feet north of Lancaster Avenue (60 feet wide) and extending north for a distance of approximately 75 feet, bounded on the south by lands now or late of Miriam Leb Epps and on the north by lands now or late of Cynthia M. Bordon-Ritz (117 N. Wayne Av), **in the Township of Radnor**, County of Delaware, Commonwealth of Pennsylvania, with the right of ingress and egress across the premises to and from the facilities.

The Company shall, at its own cost and expense, restore any portion of the premises, including but not limited to paving and landscaping, disturbed in the exercising of the rights above granted, to a condition at least as good as existed prior to the exercising of the said rights.

The conditions herein contained shall enure to and bind the respective heirs, executors, administrators, successors and assigns of the Grantor and Company.

EXECUTED THIS DAY OF 20 .

RADNOR TOWNSHIP

ATTEST:

Secretary

BY: _____
Title
Print Name:

COMMONWEALTH OF PENNSYLVANIA)
) SS
COUNTY OF)

On this, the _____ day of _____, 20____, before me, a Notary Public, personally appeared _____, who acknowledged him/herself to be the _____ (Title) of **RADNOR TOWNSHIP**, and that as such, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the Township by him/herself.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

NOTARY PUBLIC
My Commission Expires;

(PLACE NOTARY STAMP BELOW)

(PLACE NOTARY SEAL BELOW)

Radnor Township
PROPOSED LEGISLATION

DATE: August 8, 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 #2016-89:** Approval of an Easement Agreement with PECO Regarding Sidewalks by the North Wayne Avenue Municipal Parking Lot

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

PURPOSE AND EXPLANATION: PECO wishes to install new electric infrastructure in the sidewalks along North Wayne Avenue. They must traverse the sidewalk owned by the Township, at the entrance to North Wayne Parking Lot.

IMPLEMENTATION SCHEDULE: If the agreement is approved, PECO will begin work in August.

FISCAL IMPACT: There is no fiscal impact to the Township. The Township will receive \$1.00 consideration for this agreement.

RECOMMENDED ACTION: *I respectfully request the Board of Commissioners grant this easement to PECO.*

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

ORDINANCE NO. 2016-09

AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, APPROVING A LEASE AGREEMENT BETWEEN THE TOWNSHIP OF RADNOR AND THE SPORTS LEGENDS OF DELAWARE COUNTY, INC.

WHEREAS, Radnor Township and the Sports Legends of Delaware County, Inc. ("Sports Legends") entered into a two year lease in September, 2015 for a portion of the Radnor Township Municipal Building at 301 Iven Avenue, Wayne, PA; and

WHEREAS, the Sports Legends desire to extend the term of its lease of the Township Municipal Building in order to display and showcase to the community the significant athletic achievements of Delaware County residents, organizations and athletic teams; and

WHEREAS § 3.01 of the Radnor Township Home Rule Charter permits the lease of real property by the Township for a term in excess of three years by ordinance.

NOW, THEREFORE, be it hereby *ENACTED* and *ORDAINED* that the Radnor Township Board of Commissioners hereby approves the Lease Agreement with Sports Legends, effective September 1, 2016 for a four year term, a copy of which is attached hereto and incorporated herein.

ENACTED AND ORDAINED this day of , 2016.

RADNOR TOWNSHIP

By: _____

Name: Phil Ahr

Title: President

ATTEST: _____
Robert A. Zienkowski, Secretary

LEASE AGREEMENT

THIS AGREEMENT OF LEASE, made effective this _____ day of _____, A.D., 2016, by and between **RADNOR TOWNSHIP** (hereinafter "Lessor") and **SPORTS LEGENDS OF DELAWARE COUNTY, INC.** (hereinafter "Lessee").

WITNESSETH:

Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the Leased Premises upon all the terms and conditions herein contained. Intending to be legally bound hereunder and in good and valuable consideration of the rents herein reserved and the mutual covenants herein contained, Lessor and Lessee hereby agree as follows:

1. LEASED PREMISES. Lessor, for and in consideration of the covenants and conditions hereinafter contained on the part of the Lessee to be performed, and in consideration of the annual rent of \$1.00, does hereby grant, lease, demise, and let unto Lessee and Lessee does hereby rent, and take from Lessor ALL THAT CERTAIN real property consisting of approximately _____ square feet of space, more or less, of that portion on the first floor, second floor, stairs and atrium walls of the Radnor Township Municipal Building as more fully described in *Exhibit "A"*, located at 301 Iven Avenue, Radnor Township, Delaware County, Pennsylvania, all of which are hereinafter called the "Leased Premises" and/or "Premises" and/or "Property". Lessor warrants and represents that Radnor Township is the owner of the Leased Premises and has good and marketable title thereto.

2. USE. Lessee shall continuously use and occupy the Leased Premises during the Term of this Lease, which use and occupancy shall be solely for the purpose of housing and displaying Lessee's museum of sports collections and memorabilia, and for no other purpose or purposes without the prior written consent of Lessor. Lessee shall be allowed access to the leased premises during regular Radnor Township office hours Monday through Friday. Lessee shall be allowed access to the leased premises on Saturday and Sunday and at other times with prior written consent from Lessor.

3. TERM.

A. The term of this Lease shall be for a period of four (4) years ("Term") commencing the 1st day of September, 2016 and expiring at 11:59 p.m. on the 31st day of August, 2020.

B. Either party shall have the right to terminate this Lease upon giving at least six months notice before the end of the Term to the other, in writing.

C. If neither party gives notice of termination to the other as described in Section 3.B. above, the Lease, upon the last day of the current Term, shall continue thereafter year to year unless terminated by either party. ("Renewal Term") This Lease shall automatically terminate on the last day of the Renewal Term unless otherwise agreed by both parties in writing. All renewal terms shall be upon the same terms, provisions and conditions as are in effect under this

Lease immediately prior to the time such Renewal Term begins.

4. CONDITION OF THE LEASED PREMISES. By taking and assuming possession of the Leased Premises, Lessee acknowledges that it has: (i) inspected the Property; and (ii) accepted the Leased Premises, and all improvement, betterments and equipment, with no representation or warranty by Lessor as to the condition or suitability of the Leased Premises and/or Property for the Lessee's purpose. Lessee accepts the Leased Premises as is, where is, with all faults, latent or otherwise, and without any representations, warranties or promises from Lessor whatsoever, provided however the Lessor represents and warrants that, to its knowledge, the Lessee's use of the Leased Premises for office space under this Lease is in full compliance with the applicable law, regulations and zoning currently in effect.

5. RULES AND REGULATION.

A. Lessee shall not disrupt or disturb other tenants and occupants within the Radnor Township Building.

B. Lessee and any of Lessee's agents shall not be permitted to smoke within the Leased Premises, the Radnor Township Building or anywhere on Township property.

C. Upon termination or expiration of this Lease, Lessee shall leave the leased premises in the same condition it was prior to assuming possession of the Leased Premises under this Lease.

D. These Rules and Regulations may be modified and amended by the Lessor from time to time.

6. COMMON AREAS. The term "Common Areas" as used in this Lease, shall mean the following areas within the township property and building: parking areas, roadways, sidewalks, driveways, courts, footways, loading and unloading facilities, landscaped areas, berms, stairs, ramps, public restrooms and comfort stations, service areas, service and fire and exit corridors, passageways, and other areas, amenities, facilities and improvements provided by Lessor. The use and occupancy by Lessee of the Leased Premises shall include the use of the Common Areas in common with Lessor and with all others for whose convenience and use the Common Areas have been or may hereafter be provided by Lessor, subject, however to rules and regulations for the use thereof as prescribed from time to time by Lessor.

7. REPAIRS AND IMPROVEMENTS. Lessee will, during the term and all continuations, keep, and at the expiration peaceably surrender possession of the Demised Premises in as good order and condition as the same now are, reasonable wear and tear and damage by fire or other casualty not occurring through Lessee's negligence excepted, and will at expiration of the term, or any continuation of it, deliver the keys to the residence of the Lessor. Lessee shall not make any alterations, additions or improvements without Lessor's consent, and all alterations, additions or improvements made by either of the parties upon the premises, except movable and detached furniture, equipment or mirrors put in at Lessee's

expense shall be the property of Lessor, and shall remain upon and be surrendered with the premises, as part of it, at the termination of this lease, without molestation or injury. In the event of the failure of Lessee promptly to perform any necessary repairs, Lessor, or persons authorized by Lessor, may go upon the demised premises and perform such repairs, the costs, at the sole option on Lessor, to be charged to Lessee.

8. SIGNS. Lessee shall not have the right to place signs on any part of the Leased Premises unless approved in advance by Lessor. It is contemplated that Lessee will have a single sign on the exterior of the Leased Premises approved by Lessor and temporary signs from time-to-time for business events.

9. FIRE. If, during the term of this Lease, the building is so injured by fire or other casualty not occurring through the negligence of Lessee or those claiming under Lessee, or their employees respectively, that the Demised Premises are rendered wholly unfit for occupancy and the Demised Premises cannot be repaired within sixty days from the happening of such injury, then this Lease shall cease and terminate from the date of such injury. In such case Lessee shall immediately surrender the Demised Premises to Lessor, who may enter upon and repossess the same. If such injury can be repaired within sixty days thereafter, Lessor may enter and repair, and this Lease shall not be affected. If the Demised Premises shall be so slightly injured by fire or other casualty as aforesaid as not to be rendered unfit for occupancy, Lessor agrees that the same shall be repaired with a reasonable time.

10. DAMAGE IN GENERAL. Lessee agrees that Lessor shall not be liable to Lessee and Lessee hereby releases Lessor from any liability, for any personal injury, loss of income or damage to or loss of persons or property in or about the Demised Premises from any cause whatsoever. Lessor shall not be liable to Lessee for any such damage or loss, whether or not such damage or loss results from Lessor's own negligence.

11. RIGHT OF ENTRY. Lessor and persons authorized by Lessor shall have the right to enter the Leased Premises to inspect, perform maintenance, do repairs and show the premises to prospective lessees and purchasers.

12. SUBLETTING AND ASSIGNMENTS. Lessee shall not assign this Lease or enter into any sublease agreement without the prior written consent of Lessor. Any attempted assignment or sublease by Lessee without the prior written consent of Lessor is a violation of this Lease. If Lessor shall consent to an assignment or sublease, any consent shall not be considered to be a consent to any other assignment or sublease.

13. INSURANCE.

A. *Insurance Coverage*, Lessee, at its own expense, shall maintain during the term comprehensive general liability insurance, and property damage insurance under policies issued by insurers of recognized responsibility having a combined single limit for any one occurrence of not less than five hundred thousand dollars (\$500,000.00) and not less than one million dollars (\$1,000,000.00) aggregate for personal injury, bodily injury, death, disease and damage or injury to or destruction of property (including its loss of use) occurring upon, in,

or about the Demised Premises. Lessee shall add Lessor as an insured party under the policy.

B. *Proof of Coverage.* On an annual basis, Lessee shall provide to Lessor proof of payment for the insurance required herein. Failure to purchase said insurance coverage or provide proof of payment for such insurance shall be a default under this lease.

14. VERBAL AGREEMENTS. It is hereby mutually agreed and understood that this Lease contains all agreements, promises and understandings between Lessor and Lessee and that there are no verbal or oral agreements, promises or understandings of any kind or nature and that no verbal or oral agreements, promises or understandings shall or will be binding upon either Lessor or Lessee in any dispute, controversy or proceeding at law.

15. BENEFIT. This Agreement shall be binding on, and inure to the benefit of; the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

16. EJECTMENT. When this lease shall be terminated by condition broken, either during the original term of this lease or any renewal or extension, and also when and as soon as the term hereby created or any extension shall have expired, it shall be lawful for any attorney as attorney for Lessor to file an agreement for entering in any competent court an amicable action and judgment in ejectment against Lessee and all persons claiming under Lessee for the recovery by Lessor of possession of the demised premises, for which this lease shall be his sufficient warrant, whereupon, if Lessor so desires, a writ of possession may issue, without any prior proceedings whatsoever, and provided that if for any reason after such action shall have been commenced the same shall be determined and the possession of the premises hereby demised remain in or be restored to Lessee. Lessor shall have the right upon any subsequent default or defaults, or upon the termination of this lease, to bring one or more amicable action or actions to recover possession of the said premises.

17. REMEDIES. All of the remedies herein given to Lessor and all rights and remedies given to it by law and equity shall be cumulative and concurrent. No termination of this lease or the taking or recovering of the premises shall deprive Lessor of any of its remedies or actions against the Lessee for violation of this Lease.

18. TERMINATION. It is hereby mutually agreed that either party may terminate this lease by giving to the other party written notice at least six months notice prior to the end of the Term or any extensions thereto. If neither party provides any written notice to terminate this Lease, upon expiration of the current Term, this lease shall continue upon the same terms and conditions in force of its term thereafter for a year to year Renewal Term following the original term unless or until terminated by either party hereto, giving the other 90 days written notice for removal previous to expiration of the then current term; PROVIDED, however, that should this lease be continued for a further period under the terms herein above-mentioned, and further provided, however, that if Lessor shall have given such written notice prior to the expiration of any term of its intention to change the terms and conditions of this lease, and Lessee shall not within thirty days from such notice notify Lessor of Lessee's intention to vacate the demised premises at the end of the current term, Lessee shall be considered as Lessee under the terms and conditions mentioned in such notice for a further

term as above provided, or for such further term as may be stated in such notice. In the event that Lessee shall give notice, as stipulated in this lease, of intention to vacate the demised premises at the end of the present term, or any renewal or extension of it, and shall fail or refuse to vacate on the date designated by notice, then it is expressly agreed that Lessor shall have the option either (a) to disregard the notice so given as having no effect, in which case all the terms and conditions of this lease shall continue thereafter with full force precisely as if such notice had not been given, or (b) Lessor may, at any time within thirty days after the present term or any renewal or extension, give the said Lessee ten days' written notice of its intention to terminate the lease; whereupon the Lessee expressly agrees to vacate the premises at the expiration of the period of ten days specified in the notice. All powers granted to Lessor by this lease may be exercised and all obligations imposed upon Lessee by this lease shall be performed by Lessee as well during any extension of the original term of this lease as during the original term itself.

Notices. All statements, notices or other communications shall be deemed sufficiently given or rendered only if in writing and sent to Lessee or Lessor by certified or registered mail, return receipt requested, postage prepaid, as follows:

If to Lessee: 14 Morgan Road, Aston, Pennsylvania 19014

If to Lessor: 301 Iven Avenue, Wayne, Pennsylvania 19087-5297

or such other person or place as either party may designate by notice given as stated above. Notice shall be deemed received as of the date set forth on the return receipt.

19. MODIFICATION. This Lease may only be modified, or a term thereof waived, by a writing signed by an authorized officer of both Lessee and Lessor.

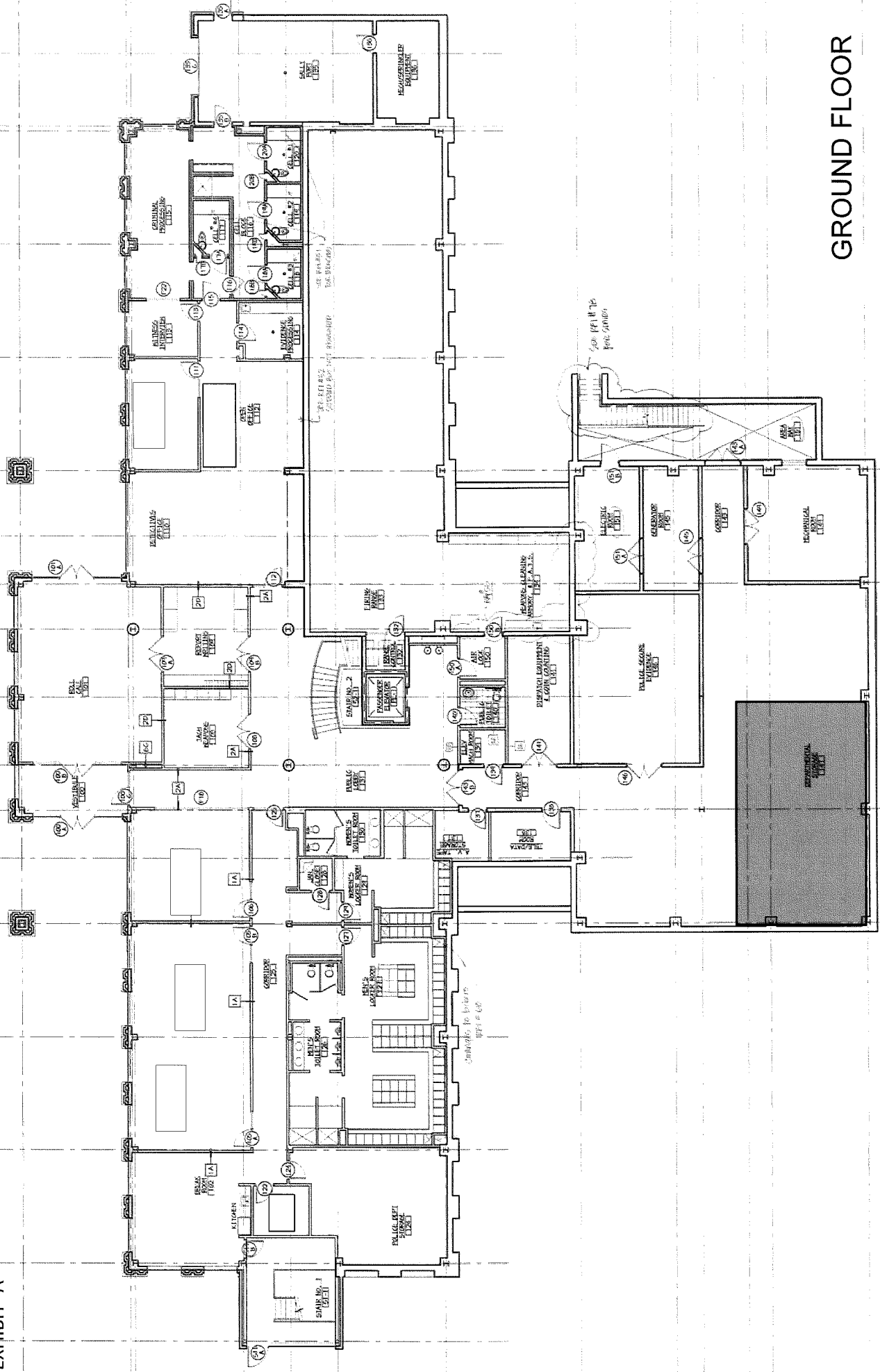
20. SEVERABILITY. If any term or provision of this Lease, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Lease, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Lease shall be enforced to the fullest extent permitted by law.

IN WITNESS WHEREOF, the parties have set their hands and seals the day and year aforesaid.

Robert Zienkowski, Township Manager
Radnor Township, Lessor

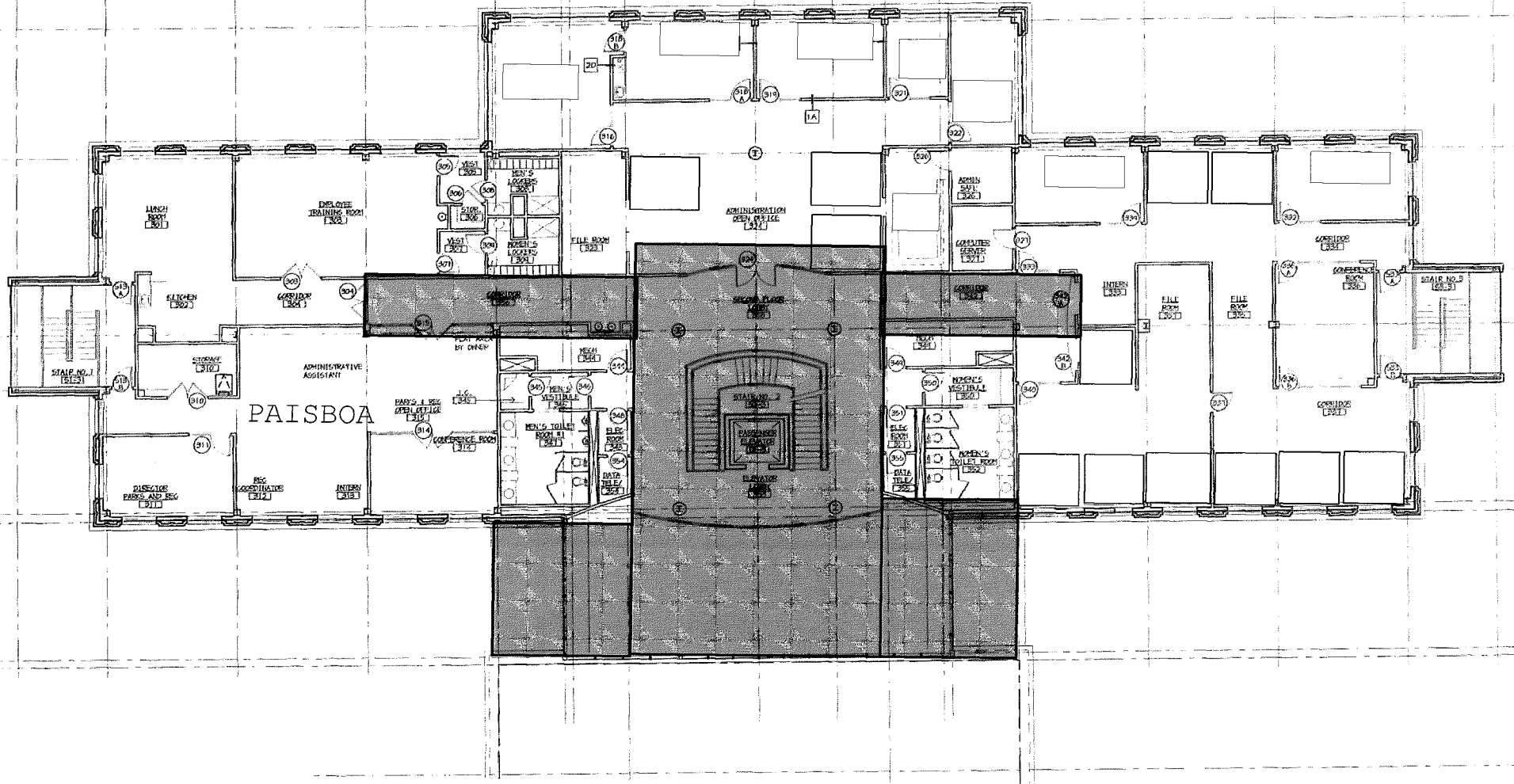
Jim Vankoski, Lessee

EXHIBIT "A"



GROUND FLOOR

EXHIBIT "A"



SECOND FLOOR

J. LAWRENCE GRIM, JR.
MARY C. EBERLE
JOHN B. RICE
DIANNE C. MAGEE *
DALE EDWARD CAYA
DAVID P. CARO ♦
DANIEL J. PACI ♦ †
JONATHAN J. REISS ◊
GREGORY E. GRIM †
PETER NELSON *
PATRICK M. ARMSTRONG
SEAN M. GRESH
DIANE M. SODANO *
KELLY L. EBERLE *
COLBY S. GRIM
JOEL STEINMAN
MATTHEW E. HOOVER
STEPHEN J. KRAMER

* ALSO ADMITTED IN NEW JERSEY
◊ ALSO ADMITTED IN NEW YORK
† MASTERS IN TAXATION
♦ ALSO A CERTIFIED PUBLIC ACCOUNTANT

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GRIM, BIEHN & THATCHER

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SUCCESSOR TO
GRIM & GRIM AND BIEHN & THATCHER
ESTABLISHED 1895 AND 1956,
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121ST ANNIVERSARY 1895-2016

www.grimlaw.com

PLEASE REPLY TO:
PERKASIE

John B. Rice
e-mail: jrice@grimlaw.com

JOHN FREDERIC GRIM, OF COUNSEL

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FAX (215) 257-5374

(215) 536-1200
FAX (215) 538-9588

(215) 348-2199
FAX (215) 348-2520

July 22, 2016

VIA ELECTRONIC CORRESPONDENCE

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

Re: Radnor Township – Sports Legends Lease Ordinance

Dear Legal Department:

Enclosed please find for advertisement one (1) time in the August 1st edition of your newspaper, a Legal Notice for the possible enactment of the above ordinance by the Board of Commissioners of Radnor Township at their meeting on August 15, 2016. Kindly provide proof of publication and your invoice for the advertisement directly to Radnor Township, c/o Robert Zienkowski, 301 Iven Avenue, Wayne, PA 19087. A full copy of the text of the ordinance is enclosed for public inspection. If you have any questions regarding the enclosed, please do not hesitate to contact my office.

Sincerely,

GRIM, BIEHN & THATCHER

By: 

John B. Rice

JBR/hlp
Enclosure

cc: Robert A. Zienkowski (w/encl.) – via email
Jennifer Destefano (w/encl.) – via email

LEGAL NOTICE

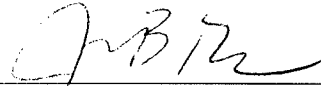
Notice is hereby given that the Board of Commissioners of the Township of Radnor, Delaware County, Pennsylvania, will consider for possible enactment an ordinance, of which this Notice is a summary, approving a Lease Agreement between the Township of Radnor and the Sports Legends of Delaware County, Inc. for a four (4) year term commencing on September 1, 2016.

The Board of Commissioners will hold a public hearing on August 15, 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

ATTEST:

I do hereby certify that this is a true and correct copy of the proposed Ordinance of Radnor Township, being advertised for possible adoption by the Radnor Township Board of Commissioners on August 15, 2016.



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

Authorization to file
complaint regarding 713
Miller Street – Property
Maintenance Compliance

Authorization for the
Township Solicitor to file
Amicus Brief in support of
Papermill Road Trail with
Newtown Township