

AGENDA
BOARD OF COMMISSIONERS
Monday, December 19, 2016 - 6:30 PM

Pledge of Allegiance

Notice of Executive Session on December 19, 2016

1. Consent Agenda

- a) Approval of Board of Commissioners meeting minutes of November 28, 2016
- b) Acceptance of Department Monthly Reports
- c) Resolution #2016-126 - Emergency Repair to the Castlefinn Lane Culvert
- d) HARB:
 - HARB-2016-20 – 214 Poplar Avenue – Demolition of existing rear porch and deck, portion of rear wall and roof, and all vinyl windows. Construction of 2 ½ story rear addition with 2nd floor balcony. Window replacement throughout, interior alterations; exterior repairs as necessary.
 - HARB-2016-21 – 129 Walnut Avenue – Expand living space below existing rear porch areas. Remove and replace existing upper siding with hardie shingle siding. Match existing details (including historic “flare” detail). New Marvin Windows at kitchen to match existing. Replace trim at siding areas. Replace lap siding at lower areas with hardie lap siding. Replace front porch stairs and guard rail, floor and ceiling.

- 2. Recognition of Local Radnor Township Business - Ciro Iannota & Sons Expert Shoe Repair
- 3. Recognition of Years of Service to Paul Bazik
- 4. Recognition of Community Members
- 5. Public Participation
- 6. Committee Reports

PUBLIC SAFETY

- A. Resolution #2016-124 - Radnor Township Police Chaplain Program

PERSONNEL & ADMINISTRATION

- B. Appointment of Special Council to the Board of Ethics
- C. Discussion and Approval of Pennsylvania Redevelopment Assistance of Capital Programs Requests

PUBLIC WORKS & ENGINEERING

- D. Resolution #2016-125 - Authorizing The Multimodal Transportation Fund Grant Application for the North Side of Lancaster Avenue, Between Crestwood Apartment Complex and Iron Works Way

COMMUNITY DEVELOPMENT

FINANCE & AUDIT

PUBLIC HEALTH

PARKS & RECREATION

LIBRARY

Old Business

New Business

Public Participation

Adjournment

TOWNSHIP OF RADNOR
Minutes of the Meeting of November 28, 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 Luke Clark, Vice President Donald Curley John Nagle
Richard F. Booker James C. Higgins Elaine Schaefer*

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

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

Notice of Executive Session on November 28, 2016

All commissioners were in attendance with the exception of Commissioner Schaefer at the November 28, 2016 of real estate, personnel and litigation were discussed.

1. *Consent Agenda*

- a) *Disbursement Review and Approval: 2016-11B, ~~2016-11C~~*
- b) *Approval of Board of Commissioners meeting minutes of November 7, 2016*
- c) *Acceptance of Monthly Department Reports*
- d) *Approval and Acceptance of the 2017 Meeting Dates*
- e) *Approval of the 2017 Township Holiday Schedule*
- f) *Staff Traffic Committee Meeting Minutes – November 16, 2016*
- g) *Resolution #2016-112 Approving Anti-Defamation League Training for all Township Employees*
- h) *Resolution #2016-113 - Award of the parking lot enhancements at Dittmar Park and Friends of the Radnor Trail Park*

Commissioner Nagle commented that item a - #2016-11C was not posted on the website and asked for it to be removed. Commissioner Booker commented that he would like item d, e & g removed.

Commissioner Ahr made a motion to approve the consent agenda excluding items a-2016 11C, d, e & g; seconded by Commissioner Nagle. Motion passed 7-0.

d) Approval and Acceptance of the 2017 Meeting Dates

Commissioner Curley commented that he doesn't feel as though the Special Board of Commissioners on the set meeting calendar for 2017 are necessary. He is open to special meetings when needed but not pre-established. There was a brief discussion amongst the Commissioners and staff.

Public Comment

Leslie Morgan, Farm Road – She commented on her support of the extra meetings on the proposed calendar.

Dan Sherry, Wayne – He commented in regards to his concern with limiting Commissioners speaking time.

Commissioner Ahr made a motion to approve as drafted, seconded by Commissioner Higgins. Motion failed 3-4 with Commissioners Booker, Clark, Ahr and Curley opposed.

Commissioner Curley made a motion to approve the meeting dates absent the special meeting dates, seconded by Commissioner Clark. Motion passed 5-2 with Commissioners Higgins and Nagle opposed.

e) Approval of the 2017 Township Holiday Schedule

Commissioner Booker inquired if this is an increase in Holidays from 11 to 12. Mr. Zienkowski commented that it is not, the proposed Holiday Schedule is the same as 2016.

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

g) Resolution #2016-112 – Approving Anti-Defamation League Training for all Township Employees

Commissioner Booker made a motion to table, seconded by Commissioner Clark.

Commissioner Curley asked for more background on the item. Superintendent Colarulo gave a background on the above resolution that the training was to examine the ways identity and culture influence attitudes and behavior between law enforcement professionals and township officials and employees, and the community members they (protect and) serve.; To assist law enforcement professionals and township officials and employees in identifying the impact biased attitudes and behaviors can have on job performance.; To illustrate how cross-cultural skills and communication can enhance officer effectiveness and safety, and community building by facilitating cooperation and trust with diverse communities.; To encourage law enforcement professionals, township officials and employees to apply diversity knowledge and skills to their work.; To assist law enforcement professionals, township officials and employees in responding to biased behavior in the communities they serve.

Commissioner Booker made a motion to amend the resolution to replace the word **approve** with **ratify**, seconded by Commissioner Curley. Motion passed 7-0.

Commissioner Ahr called the vote on the original motion, motion passed 7-0.

2. Public Participation

Susan Michaelson, President, Radnor Township School District – She commented on behalf of the School District and asked that Ordinance #2016-13 pertaining to amending the PLO District is tabled.

Dan Sherry, Wayne – He commented in regards to his disagreement with the appointment of William Bolla as Special Counsel to the Ethics Board.

Leslie Morgan, Farm Road - She commented in regards to her concerns to keep the Penn Medicine parcel in the tax base and suggested a moratorium on development.

Austin Hepburn, Upper Gulph Road – He commented that he is not in support of Ordinance #2016-13 pertaining to amending the PLO District as he is concerned with traffic as well as the potential of the Penn Medicine site becoming tax exempt.

Matt Marshall, Walnut Avenue – He commented in regards to his concerns of the Penn Medicine site becoming tax exempt and the consequences it would have on the residents.

Al Murphy – He commented that he is concerned about the impact from traffic, uses, etc. and asked for the Township to pause on moving forward at this moment.

Commissioner Higgins stated that he would not participate in discussion or votes on Ordinance #2016-13 since the University of Pennsylvania and its Health System are clients of his law practice.

3. Appointment of William Bolla – Special Counsel to the Ethics Board

Commissioner Schaefer commented that she will not participate in discussion or vote on the above item as she has been advised verbally and in writing to not participate.

Commissioner Curley made a motion to table, seconded by Commissioner Booker.

Public Comment

Dan Sherry, Wayne – He commented in regards to Commissioner Schaefer's statement on this agenda item.

Commissioner Ahr called the vote, motion passed 5-0, Commissioner Nagle abstaining and Commissioner Schaefer recusal.

4. Delaware Riverkeeper Presentation and Discussion of Levin Tract and Stormwater

Maya Von Rossum, Delaware Riverkeeper and Michelle Adams made a brief presentation in regards to Green Stormwater Infrastructure and Park Improvements at West Wayne Preserve which can be found on the Township website at: <http://www.radnor.com/910/Board-of-Commissioners-Presentations>. There was a brief discussion amongst the Delaware Riverkeeper and Commissioners.

5. Resolution #2016-114 - Authorizing a grant application to the DEP for an environmental education grant application in the amount of \$3,000 (EAC to present)

Matt Holtman, member of the EAC briefly explained that the EAC plans to develop a Citizen Science Water Quality Monitoring Project for elementary school children in Radnor Township. The project will help students learn about science while connecting with critical environmental issues in their own community and contributing to real, high-value research. The grant funds will be used to cover the costs of water testing kits and electronic probes to test for multiple characteristics, such as chemistry, conductivity, transparency and PH. The kits and probes will then be distributed to the participating schools within the township.

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

6. Committee Reports
PERSONNEL & ADMINISTRATION

A. Ordinance #2016-11 – (Introduction) - Amending Section 5-70, Civil Service Provisions, Of Chapter 8 Of The Radnor Township Rules and Regulations

Erin Galbally, Township Labor Attorney, reviewed the changes that are being proposed to Ordinance #2016-11.

Commissioner Curley made a motion to introduce, seconded by Commissioner Clark. Motion passed 6-1 with Commissioner Booker opposed.

COMMUNITY DEVELOPMENT

- B. *Ordinance #2016-13 – (Introduction) Amending Chapter 280 Zoning, Article XV, PLO Planned Laboratory-Office District, Sections 280-62, 280-63 And 280-64, By Providing for Additional Uses in the PLO Planned Laboratory-Office District Including Mixed Use Developments; Providing for Revised Dimensional Requirements for Mixed Use Developments Including Financial Subdivisions and Providing for Additional Accessory Uses*

Commissioner Curley made a motion to introduce, seconded by Commissioner Nagle.

There was an in depth discussion amongst the Commissioners as well as Commissioner Booker making a brief presentation, Commissioner Curley presenting two items on the screen in regards to traffic as well as brief discussion amongst the other Commissioners in regards to traffic, parking, ambulatory care, etc.

Public Comment

Sara Pilling, Garrett Avenue - She commented in regards to traffics impacts around the Penn Medicine site as well as the Prestige of having Penn Medicine in Radnor.

Toni Bailey – She commented in regards to her concerns of the proposed amendment to the PLO ordinance.

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

PUBLIC WORKS & ENGINEERING

- C. *Resolution #2016-115 - Award of the Renovation and Expansion of the Radnor Memorial Library Prime Contracts*

Commissioner Higgins made a motion to approve, seconded by Commissioner Nagle. Commissioner Higgins sated that there are three contracts with different scopes of work but no prime contractor responsible for all of the work under the contracts and that this arrangement is not the ideal situation for the Township from the standpoint of enforcing obligations.

There was a brief discussion amongst the Commissioners, project architect and Township Solicitor. Commissioner Ahr called the vote, motion passed 7-0.

- D. *Motion to Set Goals for Modification to Stormwater Ordinance*

Commissioner Curley briefly reviewed his memorandum which he submitted on November 2, 2016 and is in the meeting packet. He would like to see the Board give Staff direction on the amendments that they are looking to see and would like the Board to agree on the following goals:

Goal 1 - Evaluate and identify ways to make the ordinance improves management instead of maintaining SW conditions in the current form. For example, if the Township used meadow conditions (or a percentage of meadow conditions) as a baseline instead of existing conditions then each SW facility constructed would provide SW benefit instead of maintaining the status quo. **Goal 2-** Evaluate if there are inefficiencies in the current ordinance (a.k.a. where and how do the Township, citizens, and land owner apply resources without

sufficient benefit to justify the expenditure) and propose remedies. **Goal 3** - Evaluate if the ordinance incents activity in greenspace and does not reward reuse or recycling of footprint or impervious cover and identify ways to make the ordinance increase the incentive to reuse existing IC rather than replace existing pervious cover. **Goal 4**- Evaluate if the ordinance does not support our current or expected MS4 permit and identify ways to make the ordinance more supportive of MS4 permit requirements than it currently is.

Commissioner Schaefer asked that the goals include to identify any other significant shortfalls or oversights in the current ordinance that are not covered in the 4 goals above and to propose solutions to address those issues.

There was a brief discussion amongst the Commissioners in regards to potential revisions to the Stormwater Ordinance.

Public Comment

Jane Galli, Barcladen Road – She commented that while the amendment to the Stormwater ordinance is being done that the 2018 MS4 requirements are incorporated.

Sara Pilling, Garrett Avenue – She commented that she would like to see the Stormwater Advisory Committee address how to entice the residents to contribute with a small item that would improve the flow of water through their properties.

Jim Giegerich, Aberdeen Terrace – He commented in regards to extending the rain garden credit for at least 5 years.

Commissioner Curley made a motion to adopt the goals and schedule per the November 2, 2016 memo and to include a fifth goal asking the Stormwater Advisory Committee and staff to identify any other significant concern or suggestion and include the need for the consideration of cost benefit, seconded by Commissioner Clark. Motion passed 7-0.

E. *SALDO Application #2016-SD-12 - **Caucus** – Minor Final Subdivision Plan – 824-828 Mill Road*

Jack Robinson, Engineer for the applicant, states that the applicant is proposing to adjust a lot line to eliminate the need for a shared driveway at the above location. The applicant has indicated that the following waiver is being requested: §255.22.B(I)(k) - Existing principal buildings and their respective uses, and driveways on the adjacent peripheral strip; sewer lines, storm drains, culverts, bridges, utility easements, quarries, railroads and other significant man-made features within 500 feet of and within the site (this includes properties across streets). There was a brief discussion amongst the Commissioners and staff.

F. *Resolution #2016-116 - SALDO Application #2016-D-13 - **Final - Preliminary Land Development Plan - Academy of Notre Dame***

Nick Caniglia, representing the applicant, commented that the applicant is proposing to develop the property with a new Science, Technology, Engineering, and Mathematics building along with new walkways, ADA accessible ramps, grading and associated stormwater management improvements. This project is located in the PI zoning district of the Township.

Commissioner Higgins made a motion approve, seconded by Commissioner Schaefer. Commissioner Ahr called the vote, motion passed 6-1 with Commissioner Booker opposed.

G. **Resolution #2016-117 - SALDO Application #2016-D-09 - Final - Preliminary Land Development Plan – Radwyn Apartments**

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

H. **Ordinance #2016-14 – (Introduction) - Providing for the Amendment of the Radnor Township Code Of Ordinances By Amending Part 2, General Legislation Creating A New Chapter 224, Adopting Regulations For The Planting, Controlling, And Removal Of Bamboo, Including Penalties And Other Remedies For Violations**

Commissioner Higgins made a motion refer Ordinance #2016-14 to the Shade Tree Commission for review and input, seconded by Commissioner Clark. Motion passed 6-1 with Commissioner Curley opposed.

FINANCE & AUDIT

I. **Ordinance #2016-15 - (Introduction) Adoption of the final comprehensive budget for 2017 which includes appropriations for 2017, the Five-Year Capital Plan and Five-Year Forecast, and establishing the Township Real Estate Tax and Sanitary Sewer Rates for 2017**

Mr. White made a few brief comments. There was a discussion amongst the Commissioners and staff in regards to annual contributions to community groups.

Commissioner Curley made a motion to adjust line items for Surrey Services and Wayne Senior Center back to 2016 level, plus 2.75%; and that the total appropriations are not increased as a result, seconded by Commissioner Schaefer. Motion passed 6-1 with Commissioner Clark opposed.

Commissioner Curley made a motion to introduce the ordinance to incorporate the Stormwater budget presented by the SWMAC at the November 7 public hearing into the adopted budget, seconded by Commissioner Clark. Motion passed 6-1 with Commissioner Booker opposed.

Commissioner Clark made a motion to extend the meeting to 11:15 PM, seconded by Commissioner Higgins. Motion passed 5-2 with Commissioners Booker and Nagle opposed.

Commissioner Ahr made a motion to introduce Ordinance #2016-15, seconded by Commissioner Schaefer. Motion passed 4-3 with Commissioners Booker, Clark and Curley opposed.

Public Comment

Sara Pilling, Garrett Avenue – She commented that she tried to use Surrey Service before and she couldn't get any cooperation.

J. **Ordinance #2016-16 - (Introduction) Adopting the Consolidated Fee Schedule for the Township, Effective January 1, 2017**

Commissioner Ahr made a motion to introduce, seconded by Commissioner Curley. Motion passed 6-0 with Commissioner Nagle not in the room for the vote.

PUBLIC HEALTH

Commissioner Nagle commented that the Board of Health is kicking around a few recommendations and it was recommended to them to come to the Board to discuss before moving forward. He also gave the packet from Maya Von Rossum in regards to artificial turf to the Board of Health to review.

PUBLIC SAFETY - None

PARKS & RECREATION

Commissioner Ahr commented that the Parks Board discussed the Budget and their priorities at their last meeting.

LIBRARY - None

Old Business - None

New Business - None

Public Participation

Jim Giegerich – He inquired in regards to a write-up in the newspaper last week about the last Board of Commissioners meeting and stormwater in the Township.

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

*Respectfully submitted,
Jennifer DeStefano*

MEMORANDUM

To: Board of Commissioners
CC: Robert A. Zienkowski, Twp. Manager
Stephen F. Norcini, P.E.; Director of Public Works
From: Hollye Wagner, Engineering Department
Re: November 2016 Monthly Summary Report and Yearly Summary Report

We hereby submit for your review the November 2016 Engineering and Public Works Departments Revenue, respectively \$ 11,750.00 and \$ 1,155.00 as outlined below.

➤ 13	Grading Permit Applications - \$ 2,700.00	year-to-date - \$ 69,950.00
➤ 0	Clearing Permit Application - \$ 0.00	year-to-date - \$ 0.00
➤ 2	SALDO Application - \$ 5,200.00	year-to-date - \$ 24,050.00
➤ 9	Sidewalk Permit Applications - \$ 550.00	year-to-date - \$ 4,525.00
➤ 59	Sidewalk blocks replaced -	year-to-date - 404 blocks
➤ 2	Septic Permit Applications - \$ 385.00	year-to-date - \$ 6,785.00
➤ 0	Property inspections - \$	year-to-date - \$ 10,979.00
➤ 23	Certificate of Occupancy Applications - \$ 4,200.00	year-to-date - \$ 70,350.00
➤ 14	Highway Permit Applications - \$ 1,155.00	year-to-date - \$ 85,805.00

Engineering income for 2016 year-to-date \$ 186,639.80

Public Works income for 2016 year-to-date \$ 85,805.00

Engineering Assistant Doug Meder, SEO, performed the following:

➤ 56	Site visits	year-to-date - 492
➤ 27	Mark outs for property resale (sidewalks)	year-to-date - 256
➤ 27	Sewer inspections	year-to-date - 256
➤ 5	Complaints investigated	year-to-date - 65
➤ 5	Grading Permit applications reviewed	year-to-date - 70
➤ 24	Meetings attended	year-to-date - 232
➤ 2	Sewage Permit Review	year-to-date - 5
➤ 0	Sewage Permit Septic Installations	year-to-date - 1
➤ 1	Sewage Permit Percolation Tests	year-to-date - 6
➤ 0	Sewage Permit Deep Holes	year-to-date - 6
➤ 1	Sewage Permit Pre-soaks	year-to-date - 4
➤ 1	Storm percolation tests	year-to-date - 12
➤ 16	Deliveries to Shade Tree and Planning Commission members	year-to-date - 128

Professional Service Fees Reimbursed for 2016 year-to-date \$?

Radnor Township
Public Works Department
Monthly Report for November 2016

Building Maintenance 1 man

Maintains & cleans facilities including trash and recycling removal – Administration and Police Building, Public Works Buildings, and Radnor Activity Center

Fleet 3 men

- Daily routine checkups of police vehicles
– 33 vehicles
- Vehicle safety inspections for all departments
– 4 vehicles
- Major Repairs
 - Unit #72 – Replaced 2 batteries
 - Unit #105 – Replaced alternator and belt
 - Unit #27 – Replaced 3 batteries & repair hydraulic leak
 - Unit # 27 – Replaced headlight switch and dash lights
 - Unit #36 – Replaced 3 batteries
 - Unit #66 – Replaced passenger side door handle
 - Unit #16 – Replaced battery
 - Unit #T-3 – Replaced coil packs and spark plugs
 - Unit #82 – Removal of central hydro control box
 - Unit #K9-2 – Replaced battery, rear brake pads/rotors
- Ordered and received plow blades for dump trucks and pickups, received delivery of 4000 gallons of calcium chloride liquid for snow season.
- Hydraulic Hose Assemblies – made 5 assemblies in house
- Scheduled Vehicle Maintenance

Unit #58	Unit #16
Unit #S-2	Unit #17
Unit #5	Unit #9
Unit #75	Unit #76
Unit #K9-2	Unit #46
Unit #7	
- Repair, Service and Maintain 128 pieces of equipment and vehicles

Highway 12 men

- Attended All Staff meetings
- Installed new traffic signs
- Repaired meters for parking authority
- Installed speed boxes for police dept.
- Cleaned inlets throughout the Township
- Delivered Barricades for various events
- Assisted Sewer Department
- Removed foliage blocking street signs
- Replaced and repaired signs as needed
- Cleaned all gutters @ Township owned buildings
- Pothole crew out filling potholes
- Filled pothole on Drexel Lane
- Assisted with painting of long lines throughout Twp.
- Operated the Tub Grinder at Skunk Hollow
- Removed piece of truck from Bridge at Ithan Ave
- Assisted with car accident on S. Aberdeen Ave
- Attended ADL Training – All Employees
- Called Higgins Electric for Traffic Signal Concerns
- Reported Street Light outages to Higgins Electric
- Cleaned Storm Sewer Lines with the Sewer Department
- Cleaned business district
- Assisted Parks Dept with emergency storm damage
- Assisted with trash and recycling
- Washed All Highway Vehicles & Equipment
- Sweeper out cleaning bad spots
- Set up Radnorshire Room for Meetings
- Repaired numerous inlets
- Fixed windows on shed at Emlen Tunnell Park
- Repaired curb at the Township Building
- Repair work at the Willows
- Installed tree lighting signs for the Recreation Dept.
- District 2 & 3 – Leaf Collection Began and continued collecting leaves throughout the Township
- Assisted with Veteran's Day Barricades

Parks**11 men**

- Attended all staff meetings
- Cleaned all Park Restrooms, 3 times per week
- Checked the Radnor Bike Trail after all storms
- Repaired benches and trash cans
- Repaired all fences in the parks
- Checked all park playground equipment
- Washed all Parks Dept Vehicles & Equipment
- Repaired swings at tot-lots
- Aerated, seeded & fertilized all playing fields
- Cleaned garages
- Assisted with Clem Macrone Park Closing
- Pruned 5 trees in right of way
- Removed 6 trees in right of way
- Removed 2 trees in parks
- Removed 3 fallen trees from roads at night
- Cleared 2 trees from waterway
- Pruned trees along roadway
- Repaired small equipment
- Setup and cleaned up after all Recreation Dept. events
- Cleaned up all leaves at all Twp Parks
- Assisted Highway Dept with Leaf Removal – 8 men
- Attended ADL training – All Employees

Sewer**3 men**

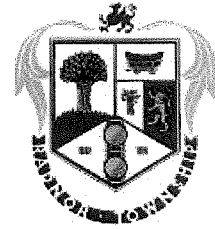
- Pumping Stations (5) check and maintain 5 times per week – 100 times per month
- PA One Call markouts – 256 for the month of November
- Cleaned 4 manholes
- Camared sewer lines
- Repaired 5 manholes
- Fueled generators at pumping stations
- 9 stoppages for the month of November
- Assist trash department Monday and Tuesday
- Generators (4) - check and maintain 5 times per week – 80 times per month
- Jet Truck – cleaned 2,860 feet of sewer and storm lines
- Located 1 buried manholes
- Repaired 2 pumping stations
- Assisted Highway Dept with Leaf Removal – 2 men
- Cleaned garages
- Washed all vehicles
- Attended ADL training – all employees

Solid Waste**20 full time and 2 part time men**

- Solid Waste and Recycling collections -7,500 collections 2 times per week
- 98 Open truck collections
- Picked up paint cans at residences as requested
- Curbside Yard Waste Collection – Every Wednesday
- Cleaned road side on State Roads
- Attended ADL training – all employees
- Assisted with Highway Dept Leaf Removal

Interoffice Memorandum

TO: BOARD OF COMMISSIONERS
FROM: KEVIN KOCHANSKI, DIRECTOR
DEPARTMENT OF COMMUNITY DEVELOPMENT
SUBJECT: NOVEMBER MONTHLY REPORT
DATE: DECEMBER 2, 2016
CC: ROBERT A. ZIENKOWSKI, TOWNSHIP MANAGER



**Community Development
Department**

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

- Building Permit Fee Revenue totaled \$65,405.00 with 59 permits issued
- Electric Permit Fee Revenue totaled \$6,628.00 with 40 permits issued
- Mechanical Permit Fee Revenue totaled \$4,385.00 with 30 permits issued
- Plumbing Permit Fee Revenue totaled \$5,980.00 with 35 permits issued
- Zoning Permit Fee Revenue totaled \$450.00 with 7 permits issued
- Design Review Board Application Fee Revenue totaled \$600.00 with 3 applications received
- Historic and Architectural Review Board Revenue totaled \$150.00 with 3 application received
- Zoning Hearing Board Revenue totaled \$900.00 with 1 application received

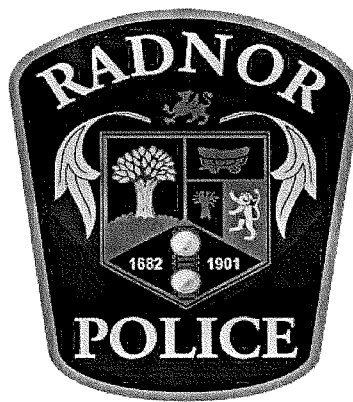
- Permit and application revenue for November 2016: \$ 84,498.00
- Permit and application revenue year to date: \$1,631,949.00

- Permits and applications for November 2016: 178
- Permits and applications year to date: 2,373

- Inspections conducted for November 2016: 523
- Inspections conducted year to date: 7,034

RADNOR TOWNSHIP POLICE DEPARTMENT

Monthly Report



November 2016

**William A. Colarulo
Police Superintendent**



RADNOR TOWNSHIP POLICE DEPARTMENT

**301 IVEN AVENUE
WAYNE, PENNSYLVANIA 19087-5297
OFFICE: (610) 688-0503
FAX: (610) 688-1238**

**WILLIAM A. COLARULO
POLICE SUPERINTENDENT**

Executive Summary

November 2016

The Radnor Police Department responded to 2,045 calls for service for the month of November 2016. Radnor Officers issued 499 traffic citations for motor vehicle violations. 48 non-traffic citations were issued for various summary offenses such as Disorderly Conduct, Underage Drinking and Public Drunkenness. A total of 1,039 parking tickets were issued for expired meter violations. Radnor Police Officers made 16 misdemeanor/felony arrests during November 2016.

Calls for Service - by UCR Code

Incidents Reported Between 11/01/2016 and 11/30/2016

**RADNOR TOWNSHIP**

Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
0430	ASSAULT-OTHER DANGEROUS WEAPON	2			
0511	BURGLARY-FORCED ENTRY-RESIDENCE-NIGHT	0	1		
0611	THEFT-\$200 & OVER-POCKET PICKING	1			
0614	THEFT-\$200 & OVER-FROM AUTO (EXCPT 0615)	1			
0617	THEFT-\$200 & OVER-FROM BUILDINGS	2			
0619	THEFT-\$200 & OVER-ALL OTHER	3			
0627	THEFT-\$50 TO \$200-FROM BUILDINGS	1			
0629	THEFT-\$50 TO \$200-ALL OTHER	1			
0633	THEFT-UNDER \$50-RETAIL THEFT	1			
0634	THEFT-UNDER \$50-FROM AUTO (EXCEPT 0635)	3			
0637	THEFT - UNDER \$50 - FROM BUILDINGS	2			
0730	MOTOR VEHICLE THEFT-ALL OTHER	1			
0810	SIMPLE PHYSICAL ASSAULTS	0	1		
1100	FRAUD	6			
1110	WORTHLESS CHECKS	1			
1191	FRAUD - REPORTS	2			
1410	CRIMINAL MISCHIEF TO AUTOMOBILES	5			
1440	CRIMINAL MISCHIEF - ALL OTHER	3			
1490	CRIMINAL MISCHIEF - REPORTS	2			
1831	NARCOTICS-POSSESSION-MORPHINE,HEROIN,ETC	1			
1832	NARCOTICS-POSSESSION-MARIJUANA,ETC.	5			
2111	DRIVING UNDER THE INFLUENCE - ALCOHOL	3			
2300	PUBLIC DRUNKENESS	6			
2400	DISORDERLY CONDUCT	0	3		
2410	HARASSMENT BY COMMUNICATION	2			
2440	DISORDERLY CONDUCT-DISTURBING THE PEACE	1			
2450	HARASSMENT	4			
2640	ALL OTHER ORDINANCE VIOLATIONS	8			
2647	ALL OTHERS - PROTECTIVE ORDERS	2			
2660	TRESPASSING OF REAL PROPERTY	1			
2900	JUVENILE RUNAWAYS	11			
2910	LOST/MISSING PROPERTY	2			
3000	LOST/RECOVERED PROPERTY	1			
3200	CHECK ON WELFARE	7			
3300	CIVIL DISPUTES	8			
3320	DOA	1			
3401	DEATH INVESTIGATION-SUSPICIOUS/SUICIDE	1			
3500	DISTURBANCE - DISORDERLY PERSONS	2			
3501	DISTURBANCE-COMPLAINT OF NOISE,MUSIC,ETC	7	1		
3520	DOMESTIC PROBLEM (NO ARREST)	14	1		
3610	DISTURBANCES-JUVENILE	1			
3620	DISTURBANCES-OTHER (FIGHTS,DISPUTES,ETC)	7			
3650	PECO-ENEGY NOTIFICATION/POWER OUTAGES	3			
3700	FIRE - RESIDENTIAL	4			
3701	FIRE-COMMERCIAL	1			
3702	FIRE-VEHICLE	2			
3703	FIRE-ALL OTHERS	11			
3705	FIRE - SUSPICIOUS	1			

Calls for Service - by UCR Code

Incidents Reported Between 11/01/2016 and 11/30/2016

**RADNOR TOWNSHIP**

Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
3706	FIRE - LEAVES, BRUSH, ETC.	5			
3850	HAZARDOUS CONDITIONS	4			
3860	SERVICE CALL-LOCKOUTS (VEHICLE/BLDG)	1			
3880	OPEN DOORS/WINDOWS - DISCOVERED	3	1		
3900	GAS LEAKS (NATURAL GAS)	2			
4000	JUVENILE PROBLEMS (NO ARREST)	9			
4016	NON-CRIMINAL - PEDESTRIAN CONTACTS	1			
4018	NON-CRIMINAL-ST. LIGHT OUT, ST. REPAIRS.	2			
4200	MISSING PERSONS(EXCEPT JUVENILES)	2	1		
4300	MENTAL HEALTH-EMERG.302/SUICIDE ATTEMPTS	1			
4301	MENTAL HEALTH-ALL OTHERS	5			
4500	OPEN DOORS/WINDOWS	13			
4506	DEATHS - SUICIDES	2			
4510	DEATHS - UNATTENDED	1			
4600	ORDINANCE VIOL.-EXCEPT BURNING/SOLICIT	5			
4650	POLICE INFORMATION	55			
4660	911 HANG UP CALL	32			
4700	ADDED PATROL-REQUEST FOR	45	1		
4701	ADDED PATROL - BUSINESS CHECKS	123	1		
4702	ADDED PATROL - SCHOOL CHECKS	57			
4801	SOLICITING-COMPLAINTS	4			
4900	SUSPICIOUS PERSON	25			
4901	SUSPICIOUS CIRCUMSTANCE	29	1		
4902	SUSPICIOUS VEHICLES	16	1		
5000	TELEPHONE CALLS-HARASSING/SUSPICIOUS	5			
5002	LOST & FOUND - FOUND ANIMAL	2			
5004	LOST & FOUND - FOUND ARTICLES	7			
5006	LOST & FOUND - LOST ANIMAL	2			
5008	LOST & FOUND - LOST ARTICLES	3			
5100	TRAFFIC SIGNALS-DAMAGED/NEED REPAIR	2			
5200	TRAFFIC HAZARD-POTHoles/OBSTRUCTIONS/ICE	5			
5300	TREES DOWN AND/OR BLOCKING ROADWAY,ETC	2			
5400	VEHICLES-ABANDONED	1			
5401	VEHICLES-ASSIST MOTORIST(INCL LOCKOUTS)	24			
5402	VEHICLES-DISABLED	27			
5403	VEHICLES-MV VIOLATIONS & MVV COMPLAINTS	24	1		
5404	VEHICLES-PARKING COMPLAINTS	16			
5405	VEHICLES-TOWED	14	1		
5500	WATER MAIN BREAK/WATER CO. PROBLEMS	2			
5501	WIRES DOWN - NO HAZARD	4			
5502	ANIMAL COMPLAINTS - BARKING DOGS	3			
5504	ANIMAL COMPLAINTS - DOG BITES	2			
5506	ANIMAL COMPLAINTS - STRAY ANIMALS	2			
5510	ANIMAL COMPLAINTS - OTHER	6			
5590	ANIMAL COMPLAINTS - REPORTS	1			
5600	WARRANT-ARREST (ISSUED OUTSIDE RADNOR)	1			
6001	ACCIDENT - WITH INJURIES	7			
6002	ACCIDENT - NO INJURIES (REPORTABLE)	22			

December 14, 2016

Calls for Service - by UCR Code

Incidents Reported Between 11/01/2016 and 11/30/2016

RADNOR TOWNSHIP



Code	Description	Primary Count	Secondary UCR Count		
			Code 2	Code 3	Code 4
6003	ACCIDENT - NON REPORTABLE	57			
6004	ACCIDENT - HIT & RUN	16			
6005	ACCIDENT - NO REPORT DONE	7			
6606	TRAFFIC RELATED - DIRECT TRAFFIC	10			
6612	TRAFFIC RELATED - SIGNALS-SIGNS OUT	3			
6614	TRAFFIC RELATED - OTHER TRAFFIC	2			
7002	NOTIFICATION - COMMUNITY DEVELOPMENT	1	1		
7004	NOTIFICATION - ELECTRICIAN	1			
7006	NOTIFICATION - HIGHWAY DEPT.	1			
7008	NOTIFICATION - SEWER DEPT.	4			
7014	PUBLIC SERVICE - OTHERS (OFFICER ASSIST)	6			
7090	PUBLIC SERVICES - REPORTS	2			
8000	BURG/HOLDUP/PANIC ALARM - CIT ISSUED	2			
8001	BURG/HOLDUP/PANIC ALARM - NO CITATION	104			
8003	FIRE/MEDICAL ALARM - NO CITATION	41			
8004	ANY ALARM- SEVERE WEATHER- NO CITATION	9			
8010	WARRANTS - LOCAL - CRIMINAL	1			
9000	ANIMALS - DOG COMPLAINTS	5			
9001	ANIMALS-RABID/SICK	1			
9002	ANIMALS - ALL OTHER	4			
9003	ANIMALS-BITES	3			
9005	ANIMALS - ALL INVOLVING DEER	8			
9038	K-9 ASSIST	4	2		
9039	K-9 ASSIST OTHER LAW ENFORCEMENT	0	1		
9040	ASSIST LOWER MERION PD	4			
9041	ASSIST HAVERFORD PD	4			
9043	ASSIST NEWTOWN PD	1			
9045	ASSIST TREDYFFRIN PD	4			
9046	ASSIST UPPER MERION PD	1			
9047	ASSIST PSP	1			
9049	ASSIST VUPD	4			
9050	ASSIST SICK/INJURED	122	2		
9051	ASSIST AMBULANCE	7			
9055	ASSIST SICK/INJURED ALCOHOL/DRUG RELATED	9	1		
9060	ASSIST SICK NALOXONE APPLICATION	1			
9966	SELECTIVE ENFORCEMENT-CITATION ISSUED	148	1		
9968	SELECTIVE ENFORCEMENT-WARNING ISSUED	49			
9970	SELECTIVE ENFORCEMENT-NO ISSUANCE	70			
9972	MOTOR OFFICER ACTIVITY	0	4		
9999	MISCELLANEOUS	1			
CITN	NON-TRAFFIC CITATION	48			
CITT	TRAFFIC CITATION	499			
Total Calls		2,045			

Radnor Township Police Department
November 2016 Accidents / Violations / Investigations / Juvenile Report

Accidents	Nov-16	YTD 2016	Nov-15	YTD 2015	YTD from 16 to 15
Accidents - Fatal	0	1	0	1	0
Accidents - Reportable- With Injuries	7	49	9	73	-24
Accidents - Reportable - No Injuries	22	141	14	160	-19
Accidents - Non Reportable	57	491	64	586	-95
Accidents - Hit & Run	16	104	10	129	-25
Accidents - No Report	7	76	9	82	-6
Pedestrian Accidents - With Injuries	0	0	0	0	0
Pedestrian Accidents - Fatal	0	1	0	0	1
Total Accidents	109	863	106	1031	-168
Violations					
Arrests - Felony & Misdemeanor	16	197	20	192	5
Traffic Violations	499	5825	633	4901	924
Non-Traffic Violations	48	500	51	543	-43
Parking Meter Violations	1039	12510	1379	13959	-1449
Abandoned Vehicles	0	10	1	9	1
Total Violations	1602	19042	2084	19604	-562
Complaints					
Complaints	1498	15804	1331	14684	1120
Unlocked Businesses	13	99	9	87	12
Alarms	156	1462	143	1518	-56
Animal Complaints	21	165	23	179	-14
Total Complaints	1688	17530	1506	16468	1062

Radnor Township Police Department

November 2016 Burglary Report

[illegible]

Radnor Township Police Department
November 2016 Crime Report

CLASS 1 Offenses							
Offense	Inc 11/16	Inc YTD 16	Clr'd 11/16	Clr'd YTD 16	Inc YTD 15	Clr'd YTD 15	Inc YTD 16 to 15
Criminal Homicide	0	0	0	0	0	0	0
Forcible Rape	0	1	0	1	0	0	1
Robbery	0	0	0	0	2	0	-2
Assault	2	37	1	20	40	14	-3
Burglary	0	28	0	2	28	5	0
Larceny	15	230	0	20	209	15	21
Auto Theft	1	10	0	0	13	1	-3
Arson	0	0	0	0	0	0	0
Total Class 1 Off.	18	306	1	43	292	35	14
CLASS 2 Offenses							
Vandalism	10	115	0	0	109	1	6
Illegal Drugs	6	72	10	50	81	56	-9
DUI	3	44	6	42	53	45	-9
Disorderly Conduct	7	90	2	31	85	15	5
Fraud Related	9	154	0	1	162	0	-8
Underage Drinking	0	17	2	15	30	24	-13
All Other Class 2	9	95	4	55	103	62	-8
Total Class 2 Off.	44	587	24	194	623	203	-36
Grand Total	62	893	25	237	915	238	-22

Radnor Township Police Department
November 2016 Property Stolen Recovered Report

Type of Property	Nov-16 Stolen	2016 YTD Stolen	Nov-16 Recovered	2016 Y-T-D Recovered
Currency, Notes, Stocks Etc.	\$3,230.00	\$48,572.00	\$0.00	\$2,987.00
Clothing & Furs	\$1,125.00	\$4,312.00	\$0.00	\$190.00
Locally Stolen Motor Vehicles	\$3,000.00	\$462,350.00	\$0.00	\$5,500.00
Office Equipment	\$150.00	\$30,101.00	\$0.00	\$200.00
Televisions, Radios, Cameras	\$0.00	\$1,900.00	\$0.00	\$200.00
Firearms	\$0.00	\$0.00	\$0.00	\$0.00
Household Goods	\$218.00	\$14,865.00	\$0.00	\$185.00
Consumable Goods	\$48.00	\$48.00	\$0.00	\$0.00
Jewelery & Precious Metals	\$300.00	\$123,275.00	\$0.00	\$45.00
Livestock	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$288.00	\$59,205.00	\$178.00	\$604.00
Total Property Value	\$8,359.00	\$744,628.00	\$178.00	\$9,911.00

Radnor Township Police Department

2016 Deer Summary

		2016 Total Deer Incidents	51	20	12	7	8	4	
Date	Time	Location	M / F	Killed Auto	Inj Auto	Killed Other		Others	Incident Narrative
1/6/2016	17:30	Bryn Mawr Ave. & Harvard La.	F	1					Penn Dot Notified
1/12/2016	12:34	500 East Lancaster Ave.	U				1		Gone Upon Arrival
1/12/2016	13:40	Hunt Rd. & Bryn Mawr Ave.	U	1					Penn Dot Notified
1/16/2015	17:19	320 Malin Road	U		1				Gone Upon Arrival
1/17/2016	11:30	18 Oakford Road	U				1		Gone Upon Arrival
1/20/2016	7:18	800 Bryn Mawr Ave.	U		1				Gone Upon Arrival
1/21/2016	11:00	583 County Line Rd.	F			1			Private Removal
1/21/2016	15:45	517 Fox Run La.	U			1			Private Removal
2/1/2016	19:20	Bryn Mawr & Sturbridge	U	1					Penn Dot Notified
2/4/2016	21:00	743 King of Prussia Rd.	U	1					Gone Upon Arrival
2/7/2016	17:16	411 Louella Ave.	U		1				Gone Upon Arrival
2/12/2016	23:03	Newtown Rd. & Abrahams La.	U		1				Gone Upon Arrival
2/14/2016	9:02	1001 Eagle Rd.	U		1				Gone Upon Arrival
2/14/2016	21:53	Darby Paoli Rd. & Sawmill Rd.	U		1				Gone Upon Arrival
2/17/2016	18:37	451 Bryn Mawr Ave.	U	1					Penn Dot Notified
2/18/2016	15:15	107 Leighton Dr.	U			1			Private Removal
2/26/2015	18:45	Bryn Mawr Rd. & Mill Rd.	U				1		Gone Upon Arrival
3/10/2016	9:08	314 Countryview Drive	U			1			Private Removal
3/21/2016	17:10	Sproul Rd. & Bryn Mawr Ave.	U				1		Gone Upon Arrival
4/1/2016	10:33	Bryn Mawr & Countryview	M	1					Penn Dot Notified
4/19/2016	13:20	853 Bryn Mawr Ave.	U	1					Penn Dot Notified
4/28/2016	14:58	735 Darby Paoli Rd.	U			1			Game Commission
5/9/2016	21:10	480 Bryn Mawr Avenue	U		1				Gone Upon Arrival
5/17/2016	8:06	853 Goshen Road	U	1					Penn Dot Notified
5/20/2016	10:04	Sproul Rd. & Spring Mill Rd.	U				1		Gone Upon Arrival
5/26/2016	11:14	435 E. Lancaster Ave.	U				1		Gone Upon Arrival
6/20/2016	13:04	837 Goshen Rd.	M	1					Penn Dot Notified
6/20/2016	19:57	Conestoga Rd. & Sproul Rd.	U		1				Gone Upon Arrival
7/2/2016	22:25	219 Sugartown Road	U					1	Gone Upon Arrival
7/11/2016	10:40	666 Earles Lane	U				1		Gone Upon Arrival
7/18/2016	5:37	610 King of Prussia Road	U		1				Gone Upon Arrival
8/2/2016	6:34	Ithan Valley Park	U			1			Penn Dot Notified
8/4/2016	18:54	164 Conestoga Road	U				1		Gone Upon Arrival
8/9/2016	14:27	123 W. Lancaster Ave.	U	1					Penn Dot Notified
8/28/2016	12:15	218 Strafford Avenue	F			1			Gone Upon Arrival
9/4/2016	20:23	663 Church Road	M	1					Game Commission
9/9/2016	6:44	793 Darby Paoli Road	F	1					Penn Dot Notified
9/24/2016	15:55	Eagle Rd. & N. Wayne Ave.	U		1				Gone Upon Arrival

Radnor Township Police Department

2016 Deer Summary

[illegible]

RESOLUTION NO. 2016-126
A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE
COUNTY, PENNSYLVANIA, APPROVING THE
EMERGENCY REPAIR TO THE CASTLEFINN LANE
CULVERT

WHEREAS, the Castlefinn Lane Culvert collapsed unexpectedly and without notice

WHEREAS, the collapse caused a situation that was dangerous for motorists and pedestrians, with possible harm to life and limb

WHEREAS, the repair of the culvert collapse was deemed an Emergency Repair

WHEREAS, a scope of work was prepared, and a contractor contacted for the emergency repair, who quoted the Emergency Repair at \$18,936

WHEREAS, as outlined in Section §5-51(B)(7) of the Municipal Code, the Township Manager, Finance Director, and Public Works Director provided approval of the work to repair the culvert

NOW, THEREFORE, be it **RESOLVED** by the Board of Commissioners of Radnor Township authorize payment in the amount of \$18,936 to Tommy's Paving and Excavating for Emergency Repairs to the Castelfinn Lane culvert.

SO RESOLVED this 19th day of December, A.D., 2016

RADNOR TOWNSHIP

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

ATTEST: _____
Robert A. Zienkowski
Manager/Secretary

Radnor Township

PROPOSED MOTION

DATE: December 13, 2016

TO: Radnor Township Board of Commissioners

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

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

Legislation: Resolution #2016-126 - Emergency Repair to the Castlefinn Lane Culvert

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

PURPOSE AND EXPLANATION: On September 26th, the Public Works Department was advised of a situation at the culvert on Castlefinn Lane; there was a gaping hole in the street, and part of the culvert collapsed. The street in the affected area was barricaded for traffic and pedestrian safety. Upon inspection, it was determined that a portion of the arch ring had collapsed, as well a portion of the culvert. This collapse created a dangerous situation not only for motorists, but pedestrians as well. The safety and traffic implications deemed the repair of this culvert an Emergency Repair.

That same day, Tommy's Paving and Excavating was contacted, and all inspected the damage. A scope of work was determined: remove creek bed and re-use stone in arch ring and culvert wall repair, install concrete at culvert wall, point loose stones in the structure from the collapse, repair the hole in the street caused by the culvert failure, as well as a cost. The contractor was onsite the following day, and the culvert was repaired and the street opened by Friday of that week.

IMPLEMENTATION SCHEDULE: The day of the culvert failure, I informed the Manager and Finance Director of the situation. Once I had a cost for the work to be done (\$18,936) based on the aforementioned scope of work, I met with the Manager and Finance Director for a course of action. *Section §5-51(B)(7) of the Municipal Code reads as follows: "Emergency repairs or service and equipment required by emergency conditions. Approval shall be given by the Manager or Finance Director and the department head involved in the emergency. If the contract is for over \$3,000, it shall be approved by a special meeting of the Board. The written contract shall be signed by the President of the Board or the Manager if authorized by the Board."* The work was completed as noted above, following the procedure outlined in the Municipal Code.

FISCAL IMPACT: The cost of repairing the failed culvert, an item of stormwater infrastructure, \$18,936, was funded by the Stormwater Fund.

CERTIFICATE OF APPROPRIATENESS

Radnor Township Historical and Architectural Review Board
Radnor Township, Pennsylvania



NAME OF OWNER: KALLMEYER KATHLEEN M
OWNER ADDRESS: 214 POPLAR AVE, WAYNE, PA 19087
ADDRESS OF PROPERTY: 214 POPLAR AV , WAYNE PA 19087
APPLICATION NUMBER: HARB-2016-20

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

Demolition of existing rear porch and deck, portion of rear wall and roof, and all vinyl windows. Construction of 2 ½ story rear addition with 2nd floor balcony. Window replacement throughout, interior alterations; exterior repairs as necessary.

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

NOTES AND/OR CONDITIONS OF APPROVAL:

Approved as submitted.

ISSUED: Monday, December 19, 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: DELFINER MICHAEL & TRACEY
OWNER ADDRESS: 129 WALNUT AVE, WAYNE, PA 19087
ADDRESS OF PROPERTY: 129 WALNUT AV , WAYNE PA 19087
APPLICATION NUMBER: HARB-2016-21

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

Expand living area at rear of house and façade renovations.

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

NOTES AND/OR CONDITIONS OF APPROVAL:

Approved as submitted.

ISSUED: Monday, December 19, 2016

TOWNSHIP OFFICIAL

ACCEPTED BY APPLICANT

Philip M. Ahr, President

Recognition of Local
Radnor Township Business
- Ciro Iannota & Sons
Expert Shoe Repair

Recognition of Years of Service to Paul Bazik

Recognition of Community Members

Public Participation

RESOLUTION NO. 2016-124

A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, APPROVING A POLICE CHAPLAIN CORPS PROGRAM POLICY FOR THE RADNOR TOWNSHIP POLICE DEPARTMENT.

WHEREAS, the Radnor Township Police Department desires to implement a Police Chaplain Corps Program pursuant to policy; and

WHEREAS, the Radnor Township Police Department has been working with local ministers and religious leaders to develop a Police Chaplain Corps Program; and

WHEREAS, the Radnor Township Board of Commissioners desires to approve the Police Chaplain Corps Program of the Radnor Township Police Department; a copy of which is attached hereto and incorporated herein as Exhibit "A".

NOW, THEREFORE, it is hereby **RESOLVED** that the Radnor Township Board of Commissioners does hereby approve the Radnor Township Police Department Police Chaplain Corps Program.

SO RESOLVED, this 19th day of December A.D., 2016.

RADNOR TOWNSHIP

By: _____

Name: Philip M. Ahr

Title: President

ATTEST: _____

Robert A. Zienkowski, Township Manager/Secretary



RADNOR TOWNSHIP POLICE DEPARTMENT

Subject:

Police Chaplain Corps Program

	Rescinds:
	N/A
By Order of:	Number of Pages:
Superintendent William A. Colarulo	4

I. PURPOSE

Faith based organizations are an integral part of our lives. The Radnor Township Police Department (RTPD) recognizes the influence and impact that faith-based leaders have in people's lives within the community. This policy creates a partnership with the various faith-based leaders of the community to respond and assist Police with providing an overall better quality of service to the citizens of Radnor Township.

II. POLICY

It is the policy of the RTPD to work together in a partnership with qualified religious leaders, regardless of denomination, who are available to respond during a crisis or time of need in providing a more personalized quality of service to the community. The goal is by having the Police & Clergy working together during certain crisis or incidents that a more comprehensive response will be given to those in need. The religious leader will perform tasks of a more emotional or social nature while the officer handles those tasks that are of a law enforcement nature.

Additionally, Chaplain Program participants will be available to counsel members of the RPTD and will serve as an additional resource for personnel.

In sum, the Chaplain Program represents an opportunity for collaboration and engagement between the RTPD and local faith leaders for the benefit of the community and the Police Department.

A. Definitions

Police Chaplains

Chaplains must be duly ordained or commissioned leaders in their respective place of worship located in Radnor Township or nearby community. They should have a degree from an accredited institution or a certificate from an accredited course of instruction in ministry, pastoral care, counseling, psychology, social work, or other allied mental health or religious field. Each chaplain

must be a person of faith, a current and active participant in their place of worship, and presently serving in a role of clergy or lay leadership. The RTPD will give preference to applicants who come recommended by their place of worship for the Police Chaplaincy role.

Senior Police Chaplain

In addition to possessing all of the qualifications set forth in the definition for "Police Chaplains," the Senior Police Chaplain will have the additional duties of coordinating activities or other duties assigned within the Police Department through the Superintendent of Police.

Professional Associations

Delaware County Chaplain Association

The DCCA is a Delaware County organization that seeks to maintain professionalism in law enforcement chaplaincy.

International Conference of Police Chaplains

ICPC is an organization that seeks to maintain professionalism in law enforcement chaplaincy. A credential program is offered to ICPC members for recognition of their education, training, involvement and expertise with law enforcement chaplaincy.

B. Eligibility

To be eligible for the Police Chaplain Program, the prospective chaplain must satisfy the following:

1. Possess a valid Pennsylvania Driver's License.
2. Maintain high spiritual and moral standards.
3. No conviction for criminal offenses.
4. Not be currently under indictment, on bail pending court, parole, probation, or in any way be associated with any current criminal court proceedings as a potential defendant.
5. Must be willing and able to respond to situations where the presence of a Police Chaplain is requested.
6. Must be committed to working with RTPD in a cooperative and collaborative manner in furtherance of the Chaplain Program goals and objectives.
7. Must pass citizens/volunteer application process, including but not limited to a criminal history check, driver's license check, internal background and reference checks.
8. Must sign and honor RTPD confidentiality form.
9. All above may be required annually at the discretion of RTPD.

C. Chaplain Training (Initial)

1. Attend an orientation class hosted by the RTPD that acquaints them with Police Department personnel, Code of Conduct, and Policies, and Procedures.
2. Become trained on the Employee Assistance Program (E.A.P.) referral process used by the RTPD to provide support for personnel.
3. Participate in a ride-along of at least two hours in duration with a Police Sergeant or designee.
4. Become trained in the procedure to follow should a person reveal information that indicates criminal acts while the Chaplain is working in his role as Police Chaplain.
5. All Chaplains will complete the basic level 12-part course given by the ICPC.

Additional training, to be determined, may be required.

Police Chaplains are accorded no police powers. Chaplains are specifically not authorized to verbally or physically interfere with any officer during any incident.

D. Responsibilities and Duties

1. RTPD will issue special apparel to Chaplains to be worn only in the performance of official duties. Chaplains are required to wear the apparel while performing their duties, so that all persons present are aware of their special role.
2. Chaplains must agree to be on call a minimum of six (6) hours a month.
3. The sensitive nature of the information received by the Chaplain during the course of counseling RTPD employees and/or responding to traumatic situations involving members of the public makes it essential that the Police Chaplain act professionally and maintain confidentiality. However, the Chaplain shall be required to provide notice to members of the public that any communications that involve or suggest criminal activity cannot be kept confidential and will be promptly shared with RTPD. Likewise, when the Chaplain believes that the individual they are counseling poses a danger to him or herself or others, the Chaplain shall immediately relay those concerns to the RTPD as required by law.

Police Chaplains may also be asked to do the following;

1. Counsel employees experiencing personal problems at the employees request.
2. Officiate weddings.
3. Attend funerals/viewings of officer(s) or families.
4. Visit the sick at home or in hospitals.
5. Assist with death notifications.
6. Respond to scenes of tragedy such as homicides, suicides, fatalities, etc. or emergency and natural disasters.

7. Attend and officiate at Radnor Township events as appropriate.
8. Ride-along with patrol officers once initial Chaplain training has been completed. The Chaplain may assist the officer if requested on calls for service such as but not limited to domestics, neighborhood disputes or other incidents deemed appropriate.

NOTE Chaplains and RTPD personnel will be advised that when an employee is in need of assistance, it will remain the personal decision of the RTPD employee to choose a RTPD Chaplain, E.A.P. Program or both.

E. Superintendent's Responsibilities and Duties

1. Approve all prospective Chaplains.
2. Regularly meet with Chaplains to gauge progress, address issues, and review procedures.
3. Present the Chaplain Program to all RTPD employees and explain how it works, including with respect to referrals for personal counseling.
4. Ensure that a current list of Chaplains is on the RTPD intranet.
5. Procure funding for ICPC membership so that Chaplains can complete the required training and seek funding for other potential Chaplain training.
6. Register the Program with the Bureau of Justice Assistance (VIPS – Volunteers in Public Service).
7. Provide a link on the RTPD website detailing Chaplain services.
8. Appoint a Chaplain to serve as Senior Chaplain to coordinate Chaplain activities within the Department.

Radnor Township

PROPOSED LEGISLATION

DATE: 12/8/2016

TO: Robert A. Zienkowski, Township Manager

FR: William A. Colarulo, Police Superintendent

LEGISLATION: Resolution 2016-124 seeks authorization to establish a Police Chaplain Corps Program with the Radnor Township Police Department.

LEGISLATIVE HISTORY: The Police Chaplain Corps Program assists victims of crime and their family members by providing help and support for the healing of the mind, emotions, and spirit. Each Chaplain responds to numerous crisis incidents including homicides, suicides, family accidents, domestic violence situations, and the providing of compassionate, in-person death notifications. In addition to our crisis services for victims, they provide invaluable support for emergency responders and their families with counseling, debriefings and most importantly, friendship. This service is available 24 hours a day, 365 days a year working in cooperation with emergency service personnel and provides services to anyone who needs them.

PURPOSE AND EXPLANATION: A Police Chaplain Corps Program establishes a pool of resources to provide emotional support and spiritual guidance for the members of the Police Department and their families, as well as the community during and/or following crisis situations. Providing a holistic approach to emotional health, Police Chaplains are professional, integral members of many public safety organizations.

Chaplains focus on the personal and spiritual needs of individuals by creating an atmosphere of openness and support without judgement. They are tactful in dealing with people in crisis regardless and even though there may be profound differences in race, gender, economic status, religious experience and many other factors. Teaching police personnel about stress management, ethics, family life, and crisis response. Police Chaplains make significant contributions in the overall wellness of the Police Department.

RECOMMENDED ACTION: The Police Department respectfully requests the Board to adopt this Resolution at the regular Board of Commissioners Meeting on December 19, 2016.

Appointment of Special Council to the Board of Ethics



MEMORANDUM

DATE: DECEMBER 14, 2016

TO: BOARD OF COMMISSIONERS

FROM: ROBERT A. ZIENKOWSKI
TOWNSHIP MANAGER

RE: REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP)

Attached is an email received from Senator Leach's office in regards to the Redevelopment Assistance Capital Program as well as background information pertaining to the program. Myself and Staff would like to recommend the following projects to be submitted under this program. Thank you.

For your consideration, this will be an item for your discussion and consideration during the meeting on December 19th.

<u>Public Improvement</u>	<u>Total Grant Request</u>
SR30 Sidewalk Improvement Project <i>(Between Barleycone and Radnor House Place on the South Side)</i>	\$600,000.00
Radnor Township Police Evidence Room Physical Storage System and Forensic Analysis Desk and Work Station	\$101,890.00
Radnor Police Firearms Simulator Project	\$ 237,254.00
 <u>Flood Control</u>	 <u>Total Grant Request</u>
Fenimore Pond, Culvert, Stream Corridor Project	\$2,026,500.00
Maplewood/Odoriso Park Outfall Project	\$347,000.00
South Wayne Area Stormwater Project	\$3,500,000.00

Jennifer DeStefano

From: Hoover, Zach <ZHOOVER@pasenate.com>
Sent: Friday, December 09, 2016 3:52 PM
To: Robert Zienkowski
Subject: RACP Authorization
Attachments: capital budget project criteria.pdf; capital budget project guidelines.pdf; REGCAPITAL BUDGET REQUEST.doc

Hey Robert:

As you may know, the Governor has indicated that he will sign a new Capital Authorization Budget sometime in the new year and the window is open for legislators to make requests for line-item projects. Accordingly, I'm attaching three documents: RACP guidelines, RACP criteria, and an RACP request form. If there are any projects you would like to have Sen. Leach request be included in the legislation, please get the request form back to me no later than December 23. As a reminder, inclusion of a project in the authorizing legislation does not guarantee funding, but a project cannot be funded with RACP resources without being included.

If you have any questions, don't hesitate to contact me.

Zach Hoover.

Zachary Hoover

Chief of Staff – Sen. Daylin Leach's Office
Minority Counsel – the Senate Judiciary Committee
601 S. Henderson Road, 208
King of Prussia, PA 19406
610-768-4200 – zhoover@pasenate.com

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CAPITAL BUDGET PROJECT CRITERIA

- **Public Improvement**

For a project to be eligible for public improvement funds, the commonwealth must own the facility or the land to be developed with the **total cost of the project no less than \$100,000**. There are limited exceptions for non-state-owned facilities, such as improvements to land grant colleges, community colleges and state-related universities.

- **Public Improvement – Original Furniture and Equipment**

This category provides for the equipping of newly completed public improvement projects by purchasing original **moveable furniture and equipment**. Replacement furniture and equipment to be used in existing buildings is purchased as fixed assets through agency operating budgets. All moveable furniture and equipment acquired by capital authorization must have a useful life of at least 10 years. **The minimum project cost is \$100,000.**

- **Transportation Assistance**

Transportation Assistance consists of **rail freight, mass transit and aviation**. It includes projects other than public roads and highway bridges with a **total project cost of no less than \$100,000**. Projects may include rail bridges as distinct from highway bridges (for automobile traffic). Most projects have a minimum threshold and require matching funds.

- For **mass transit**, the local match is 50%, unless there is federal participation, in which case, the break down is 80% federal, 16 2/3 % state and 3 1/3% local. Funding is for the purchase of rolling stock and the construction or improvement of facilities operated by mass transportation agencies. **Minimum project cost is \$100,000.**
- For **rail freight**, the local match is 25% for maintenance and 50% for construction. Funding is for the acquisition, construction and equipping of rural and intercity common carrier surface transportation systems. **Minimum project cost is \$100,000.**

- **Aviation** projects have a 50% local match, unless there are federal funds. Federally funded aviation projects have varying participating rates, from 70% to 90%; the remainder have a split match requirement of 75% state and 25% local. Projects may be itemized in amounts less than \$100,000 if the amount represents the non-federal share of the project.

- **Redevelopment Assistance**

Redevelopment Assistance is dedicated to the design and construction of facilities which:

1. Are facilities, other than highways, bridges, waste disposal facilities, sewage systems/facilities, water systems/facilities. However, water or sewer infrastructure, bridges or roads are eligible when part of a business/industrial park facility. Hospital facilities are also eligible;
2. Are economic development projects that generate increases in employment, tax revenues or other measures of economic activity, including such projects with cultural, historic or civic significance;
3. Are facilities that have a regional or multi-jurisdictional impact;
4. Are housing projects that will support and generate economic activity or are part of a community revitalization plan. These requirements are not required if the funding is from a designated special allocation for housing.
5. Are eligible for tax-exempt bond funding under existing federal law and regulations;
6. Have a 50% non-state match at the time of application. Federal funds may be used toward local match. State funds from other programs may not be used toward local match;
7. Have a **total project cost of \$1 million**;
8. Are executed by a public authority established by the commonwealth or a 501(c)(3) industrial development agency or its subsidiary.

- **Flood Control**

Flood Control projects are for the design, construction, land acquisition or improvements to existing facilities within a federally designated flood control district. **The total project must be valued at \$300,000 or more**, requires local participation and must have an estimated useful life of 30 years. This category provides the State's share of the cost. Projects are administered through the Department of Environmental Protection.

Flood protection projects that are not in a federally designated district are placed under the Department of Environmental Protection within the public improvement project category. These projects are for flood control and improvement projects on waterways which the Commonwealth has domain. The Federal Government is not a participant in these projects and the Commonwealth is the sole contributor of financial resources. Local municipalities may be required to contribute in-kind resources such as road relocation, eminent domain actions, relocation of utilities, etc.

CAPITAL BUDGET REQUEST

Requesting Senate Member _____ Date Submitted _____

Eligible Grantee: _____
(City, Borough, Township, County, Public Authority, Local Industrial Development Agency, Redevelopment Authority, etc.)

Project / Facility Name: _____

Project Contact Person: Name, Phone, E-Mail address:

Total Project Cost: \$ _____ Authorization Request: \$ _____

Municipality: _____ County: _____

Project Category: Please check all those that apply

Public Improvement

☐ State-owned facility
☐ State University
☐ State-related university
☐ Community College

Redevelopment Assistance

☐ Regional Economic
☐ Cultural or Civic
☐ Historical

Transportation

☐ Mass Transit
☐ Air
☐ Rail

Flood Control

☐ Federally Designated District
☐ Non-Federally Designated District

Nature of Project: Please check all that apply.

☐ Construction ☐ Acquisition (buildings/land)
☐ Infrastructure (related to project) ☐ Renovation/Rehabilitation
☐ Abatement of Hazardous Materials ☐ Other (specify)

Project Description: Please include a brief description of the project:

Please return this form to:
Sen. Daylin Leach's Office
Attention: Zachary Hoover
610-768-4200
E-mail: zhoover@pasenate.com

RACP Program Guidelines (version 2/18/16)

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RACP Program Guidelines (version 2/18/16)

A. PROJECT ELIGIBILITY

1. LEGISLATIVE AUTHORIZATION

All grants awarded through the Redevelopment Assistance Capital Program (RACP) MUST be for projects included in one (1) or more of the PA Capital Budget Project Itemization Acts. Only itemizations/projects from these Acts that have remaining "Project Allocation" amounts and that have not been statutorily "sunset" pursuant to Act 77 of 2013 are eligible. Potential projects are typically added to Capital Budget Project Itemization Bills by members of the House of Representatives, Senate and Administration. A complete listing of authorizations can be found on the Project Authorizations section of the Office of the Budget (OB) website.

2. DEFINITION

Redevelopment Assistance Capital Program projects are primarily economic development projects, authorized in the Redevelopment Assistance section of a Capital Budget Itemization Act, have a regional or multi-jurisdictional impact, and generate substantial increases or maintain current levels of employment, tax revenues or other measures of economic activity. Included are projects with cultural, historic, recreational or civic significance.

Redevelopment Assistance Capital Program projects are state-funded projects that cannot obtain primary funding under other state programs. Projects that can normally obtain funding from PENNDOT, PENNVEST, the Department of Community and Economic Development, or other state agencies are generally restricted from participating in the Redevelopment Assistance Capital Program. Please see Section A., 6. for more detail on ineligible projects.

****If a RACP project does include and require improvements to housing, roads, bridges, tunnels, infrastructure, and/or drinking water/wastewater/storm water systems, these improvements must not be the primary focus of the project.*

3. FEDERAL TAX-EXEMPT BOND ELIGIBILITY

Redevelopment Assistance Capital Program grants must be eligible for tax-exempt bond funding under existing federal law requirements. The Applicant must demonstrate and document that the project

qualifies for financing with federally tax-exempt bonds. Applicants will be required to comply with procedures to maintain the tax-exempt status of bonds issued to finance the project.

4. PROJECT COST REQUIREMENTS

A RACP project must have a total cost of at least \$1,000,000.

5. MATCHING FUNDS - NON-STATE PARTICIPATION

a. General Requirements

A RACP project must have matching funds that comply with the following:

- At least 50% of the project cost must be match (non-state) participation.
- At least 50% of the non-state participation must be secured funding at the time of application.
- Sources of matching funds must be documented at the time of application with identifiable and firm commitments from all sources.
- Sources of match funds can be local, private, land or building appraised value, and/or federal funds.
- The only non-cash, non-state match permitted are land or fixed assets, which have a substantial useful life and are directly related to the project.
- Funds from other state sources, including legislative sources may not be used as match.
- If financing/loans are used in match funding they typically must consist of permanent financing (i.e., a minimum term of 20 years). This policy does not apply to bridge or interim financing used in the project.
- Funds (grants and/or loans) from other state sources, including legislative sources, may not be used as match. However, care must be taken not to mistake certain non-state funds as state funds just because they are distributed through a state agency. The disqualifying part is if the source of the funds is from the state. Some non-state (usually federal) funds are passed through a state agency. This pass-

through does not make them ineligible to be used as MATCH in a RACP project. For example, Community Development Block Grants (CDBGs) administered by the DCED is a federal source pass-thru so it is acceptable for use in a RACP project.

- An exception to the prohibition of other state funds being used as match in a RACP project is certain gaming/casino source funds. As of July 1, 2011, the use of the Gaming Local Share Assessment (LSA) can be used as matching funds for RACP in the following counties:
 - Allegheny
 - Monroe
 - Washington
 - Carbon
 - Northampton
 - Wayne
 - Lackawanna
 - Pike

b. Reimbursable Cost Categories

The following costs are typically eligible for reimbursement and/or can be matching cost for RACP funds.

- Construction - the primary use and intent of RACP funds should be the reimbursement of construction costs.
- Interest during construction - Interest costs paid as a result of the use of interim or bridge financing for the project during construction can be reimbursed from RACP funds.
- Permits - costs for acquiring permits needed for construction of the project can be reimbursed from RACP funds.
- Land - If land is purchased for the project, a certified appraisal must be provided. Redevelopment Assistance Capital Program funds may be used to reimburse the costs

for the land acquisition. The appraised value may include permanent improvements exclusive of the RACP project. The appraisal should be "as is" value.

- Other - other costs that can be reimbursed with RACP funds can include work related to the abatement of hazardous materials, acquisition costs.

c. Non-Reimbursable Cost Categories

The following costs are eligible match costs only and not allocated for reimbursement with Redevelopment Assistance Capital Program funds. These costs must be paid from non-state matching funds and may include federal funds. All costs below must be directly related to the RACP project.

- Future physical maintenance & operation - a portion of any funds reserved for future physical maintenance and operation of facilities may be included as a part of the 50% match (non-state) participation, provided such funds do not exceed 15% of the total project cost. These reserved funds must have legally binding documentation explaining the intent, design, and operation of the dedicated fund. Salaries cannot be paid from reserve funds.
- Administrative costs - any fees for the administration of the project, whether by the Applicant's staff or by contract.
- Legal fees - any fees for the services of lawyers or solicitors.
- Financing/Accounting costs - any fees for financing and accounting services.
- Architectural/Engineering fees - any fees for application preparation, project administration, or other professional services incurred for the planning, design, and construction of the project.

6. INELIGIBLE PROJECTS

Projects that are generally funded through other state programs are not eligible for Redevelopment Assistance Capital Program funds. Examples of those funding sources and projects are as follows:

Projects funded by PENNDOT or federal government:	Highways, vehicular bridges
Projects funded by PENNVEST:	Drinking water, wastewater, storm water and waste disposal facilities

Exception to the above; stormwater, water or sewer infrastructure or tunnels, bridges or roads when within an industrial/business park development. RACP funding can be used to construct limited extensions of drinking water and wastewater line extensions within a defined project area. As an example, RACP funding could be utilized to prepare and install water and sewer lines within an industrial/business park development. Repairs or replacement of existing public or private water or sewer systems is not an eligible expenditure of RACP funds.

Other state
funded
projects:

Housing Units are fundable only when specialized funding specifically for that purpose is approved and remains unused. Act 87 of 2005 amended the Capital Facilities Debt Enabling Act to allow \$25 million for the construction of housing units. Additionally, Act 82 of 2010, the Capital Budget Project Itemization Act of 2010-2011, allowed another \$25 million (for a total of \$50 million). Please be advised that current funds approved for housing have been exhausted.

******If a RACP project does include and require improvements to housing, roads, bridges, tunnels, infrastructure, and/or drinking water/wastewater/stormwater systems, these improvements must not be the primary focus of the project.***

B. CANDIDATE ELIGIBILITY AND RESPONSIBILITY

- Any entity that has an authorized and eligible project as stated in the above section is eligible to be considered for a RACP grant award.
- Candidates are required to submit a complete Business Plan to the Office of the Budget prior to the deadlines posted to the Funding Round Schedules section of the OB website.

C. APPLICANT ELIGIBILITY AND RESPONSIBILITY

- Only Candidates who received an Award Letter and meet Grantee eligibility requirements per Section D are eligible to submit an Application.
- Applicants accepting the grant award are required to submit a complete RACP Application within six (6) months of the date of their Award Letter.
- Applicants accepting the grant award are required to submit a complete RACP Application within six (6) months of the date of their Award Letter.

D. GRANTEE ELIGIBILITY

Grantees for Redevelopment Assistance Capital Program funding must be one (1) of the following:

- General purpose units of local government: cities, boroughs, townships, and counties. (municipalities designated as in a flood plain must be in compliance with Act 166 of 1978, the Flood Plain Management Act, as a condition of financial assistance).
- Any public authority.
- Local development districts that have an agreement with a general purpose unit of local government under which the unit assumes ultimate responsibility for debt incurred to obtain the 50% non-State participation.
- An industrial development agency that has been certified as an industrial development agency by the Pennsylvania Industrial Development Authority Board and which is itself, or which is acting through, a wholly owned subsidiary that is exempt from Federal taxation under section 501 (c) (3) of the Internal Revenue Code of 1986.

E. GRANTEE RESPONSIBILITIES

1. GENERAL GRANTEE RESPONSIBILITIES

- The Grantee is responsible for fully executing a successful Redevelopment Assistance Capital Program project.
- The Grantee is responsible for compliance with any or all federal, state, and local requirements.
- The Grantee is responsible for approving and executing any designs, plans, specifications, estimates or other components related to the development and execution of the project and reviewing/examining for accuracy or compliance with any federal, state, or local regulations.
- The Grantee is responsible for putting together a project team which should consist of personnel and designated parties that can provide administrative, financial, engineering, legal, and other necessary expertise necessary to execute the project.

2. SPECIFIC GRANTEE RESPONSIBILITIES

To receive RACP funding, Grantees must adhere to the following requirements:

- a. Execution of the Grant Agreement** - Grantees must execute a RACP Grant Agreement within six (6) months of the date of their Award Letter.
- b. Satisfaction of terms and conditions of the Grant Agreement**
 - Once the Grant Agreement is executed; the Grantee will then have six (6) months from the date of execution to satisfy all terms and conditions of said agreement. If the Grantee is not administering the grant, a Cooperation Agreement will need to be in place between the Grantee and Sub-grantee (or project administrator). The Grantee will also need to be aware of and comply with all applicable laws and program compliance requirements. For more detailed information, please see the Key Compliance Guidelines section of the OB website.
- c. Payment Request submission** - In order to facilitate the receipt of grant funds, the Grantee must submit a request for payment. The project budget must account for three (3) important stipulations discussed below. For more detailed information on the submission of a Payment Request, please see the Reimbursement Procedures section of the OB website.
 - i. Reimbursement Program** - The Redevelopment Assistance Capital Program will use a reimbursement system to fund projects. Grantees will apply for periodic project payments to cover a portion of paid eligible and reimbursable project expenses. Expenses must be paid prior to submission to the commonwealth for reimbursement.

This reimbursement will be limited by: a) total funds available through the Funding Accumulation Schedule; b) the factor of the matching funds expended to date versus RACP grant expenditures; c) a proportionate amount of matching fund expenditures actually expended; and d) those other limitations that the Office of the Budget may deem necessary.

- ii. Funding Accumulation Schedule (36-month minimum) -** The approved Funding Accumulation Schedule for a project shows the RACP amounts that will be accumulated for the project during the months indicated on the schedule. Generally, total funding will be accumulated in equal installments over a 36-month period unless the Secretary of the Budget authorizes a shorter period.

The use of a Funding Accumulation Schedule may contribute to the Applicant's need to obtain interim or bridge financing to fund the project. Exceptions to this requirement will be made on a case-by-case basis by request. Month one (1) for the period will be the first month after the execution of the Grant Agreement. Commonwealth reimbursements will be limited by the amount of funds accumulated for the project at the time the Payment Request is reviewed. The approved schedule is shown in Appendix C of the Grant Agreement.

The approved funding accumulation does not show a monthly reimbursement that the Grantee will automatically receive for the project. The schedule shows the funds that are available for the project in any month during the 36-month accumulation period. The reimbursement that the Grantee is eligible to receive is also subject to the distribution factor.

- iii. Proportional reimbursement -** To ensure that RACP funds are not fully disbursed prior to the completion of a project, RACP grants will be reimbursed on a proportional basis for direct land, building acquisition, construction and other eligible reimbursable expenses. The proportion funded by RACP funds will be defined by the distribution factor. The distribution factor will be the local non-state funding amount divided by the RACP grant. Eligible match costs are not reimbursable but are included in the factor. The proportional reimbursement may contribute to the Applicant's need to obtain interim or bridge financing to fund the project.

Distribution factor. The distribution factor is a measure of the match participation with respect to RACP participation. The factor is calculated as follows:

Distribution Factor = Local Match Funds / RACP Grant

A distribution factor of 2 indicates that for every \$2 of match participation, there will be \$1 of commonwealth participation. In other words, the commonwealth is providing \$1 of grant for every \$3 of total project cost.

The purpose of the distribution factor is to assure that the Grantee is contributing the required match components to the project as reimbursements are being provided. Generally, the distribution factor will control the amount of reimbursement, if there are sufficient funds accumulated per the funding accumulation schedule.

F. COMMONWEALTH'S RESPONSIBILITIES

1. GENERAL COMMONWEALTH RESPONSIBILITIES

- The commonwealth's role is to provide guidance, review the project and provide reimbursement.
- The commonwealth provides guidance concerning requirements of the Redevelopment Assistance Capital Program. The commonwealth will advise the Applicant in areas related to the requirements of the Redevelopment Assistance Capital Program, including clarifications of the governing legislation, preparation of Applications, and preparation of Payment Requests.
- The commonwealth or the commonwealth's designated representative will review any information or aspect of the project to determine if the project meets financial and program requirements.
- The Redevelopment Assistance Capital Program provides reimbursement from the commonwealth for the Applicant's project. The funding is a partial reimbursement of expended amounts. Expenses must be paid before they are submitted to the commonwealth for reimbursement.

2. SPECIFIC COMMONWEALTH RESPONSIBILITIES

- a. **Facilitation Meetings** - Facilitation meetings are conducted at the request of the Grantee to the Office of Budget and are highly encouraged. During these meetings, the Grantee will be able to

ask questions concerning administration of the program and its effects on the project. The Grantee/Sub-grantee/project representatives are eligible to attend a facilitation meeting at no cost to the Grantee. These meetings are informational only.

- b. Monitoring of Projects** - Projects will be monitored by the Office of the Budget or its representatives throughout the funding and construction phase. All projects will be subject to review. Approval of reimbursements of state funds will depend on financial and program compliance. The intent of monitoring is to review financial and program compliance with the Redevelopment Assistance Capital Program. During monitoring, the commonwealth will not be approving any actions related to the grantee's execution of the project. Prior to the initiation of monitoring, the Grantee will be notified, a monitoring schedule will be established, and procedures will be explained.
- c. Close-Out Audit** - A close-out audit will be performed by the Office of the Budget or its representative for all projects. The Grantee will not be required to pay for this audit. A portion of the final grant proceeds shall be retained by the Office of the Budget until the completion of the statutorily-required final close out audit. The commonwealth may withhold up to 10% of the grant value from the last Payment Request. This percentage may be reduced at the discretion of the Office of Budget.

RESOLUTION NO. 2016-125

**A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA,
REQUESTING A MULTIMODAL TRANSPORTATION FUND GRANT FROM THE
PENNSYLVANIA DEPARTMENT OF TRANSPORTATION FOR PEDESTRIAN
IMPROVEMENTS ALONG LANCASTER AVENUE BETWEEN IRON WORKS WAY AND THE
CRESTWOOD APARTMENT COMPLEX**

WHEREAS, Radnor Township wishes to apply for a Multimodal Transportation Grant for pedestrian improvements at the aforementioned location; and

WHEREAS, the total cost of the project is \$780,000, and with the Township's 30% share of the project is \$234,000; and

WHEREAS, the grant amount requested is \$546,000.

NOW, THEREFORE, be it **RESOLVED** the Board of Commissioners of Radnor Township does authorize the Engineering Department to apply for said grant; and

NOW, BE IT FURTHER RESOLVED the Board of Commissioners hereby designate Robert A. Zienkowski, Manager/Secretary, and William White, Finance Director, to execute all documents and agreements between the Township of Radnor and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

SO RESOLVED this 19th day of December, A.D., 2016.

RADNOR TOWNSHIP

By: _____

Name: Phil Ahr

Title: President

ATTEST: _____

Robert A. Zienkowski
Manager/Secretary

Radnor Township

PROPOSED MOTION

DATE: December 14, 2016

TO: Radnor Township Board of Commissioners

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

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

Legislation: Resolution #2016-125 - Authorizing The Multimodal Transportation Fund Grant Application for the North Side of Lancaster Avenue, Between Chamounix Road and Iron Works Way

LEGISLATIVE HISTORY: At the October 10th, 2016 regularly scheduled Board of Commissioners meeting, Commissioner Higgins made the following motion, *"resolved, that it is the sense of the Board of Commissioners of Radnor Township that it desires to engineer and construct the Lancaster Avenue Pedestrian Improvements project from Iron Works Way to Chamounix Road and to apply for a grant from PennDot in support thereof. To be funded by such grants or assessments as the Board of Commissioners shall deem appropriate. Seconded by Commissioner Schaefer. Motion passed 7-0."*

PURPOSE AND EXPLANATION: At the above referenced Board of Commissioners meeting, Amy Kaminski, P.E., PTOE, presented "Lancaster Avenue Pedestrian Improvements". This stretch of sidewalk, from 401 to 421 Lancaster Avenue, does not meet current standards for sidewalk construction, and makes for a somewhat perilous walk in this area. The presentation noted the deficiencies, construction improvement requirements, and estimated costs. The grant is requested for 70% of the project cost, with a 30% Township share.

IMPLEMENTATION SCHEDULE: The grant application will be submitted on or before Friday, December 16th, 2016.

FISCAL IMPACT:

Total Project Cost	\$780,000
Grant Amount (70%)	\$546,000
Township (30%)	\$234,000

Note: The Board of Commissioners has not determined the source of the Township share of the project other than to suggest private contributions and/or special assessments against the benefiting property owners. If the grant should be awarded, the Board will need to finalize the Township share of the funding plan.

RECOMMENDED ACTION: *I respectfully request the Board of Commissioners approve attached Resolution 2016-125 - Authorizing The Multimodal Transportation Fund Grant Application for the North Side of Lancaster Avenue, Between Chamounix Road and Iron Works Way*

¹ From the minutes of the October 10th, 2016 Board of Commissioners meeting