

RESOLUTION NO. 2017-59

A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, ESTABLISHING POLICIES AND PROCEDURES FOR VOLUNTEER MEMBERS OF ALL BOARDS, COMMISSIONS AND AD HOC COMMITTEES AND REPEALING RESOLUTION 2011-31

WHEREAS, the Radnor Township Home Rule Charter and the Township Administrative Code provides for the creation of advisory Boards and Commissions to assist the Board of Commissioners in implementing legislative and governmental objectives; and


WHEREAS, the Radnor Township Board of Commissioners desires to establish policies and procedures to assist appointed members of the Boards and Committees in the conduct of their volunteer duties.

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

1. Resolution 2011-31 regarding conflict disclosure requirements is hereby repealed.
2. The Administrative Guide for Boards and Commissions, attached hereto as Exhibit "A", is adopted.
3. Each volunteer advisory board member shall be provided a copy of the Administrative Guide upon appointment.

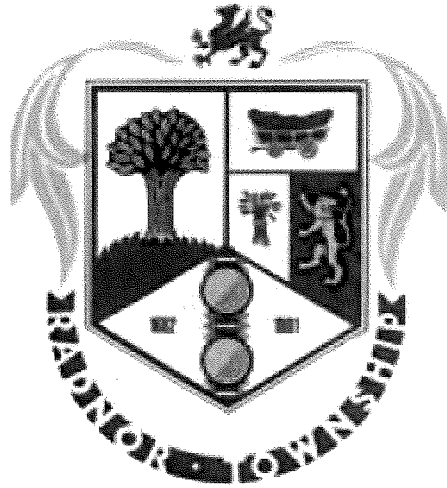
SO RESOLVED, this 27 day of March, A.D., 2017.

RADNOR TOWNSHIP

By: 
Name: Elaine P. Schaefer
Title: President

ATTEST:


Robert A. Zienkowski, Secretary



Radnor Township

Administrative Guide

to

Boards & Commissions

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1. Introduction

In 1976, Radnor Township residents approved the Radnor Home Rule Charter. This document, which can be found on the Township's web site (www.radnor.com) in the Municipal Code, provides the organizational structure for the governance of the Township. The governing body, known as the Board of Commissioners (BOC) is granted the authority to appoint all boards, commissions and authorities of the Township. All boards and commissions, except for the BOC, are limited to terms of no more than six (6) years in length with no individual member serving more than two (2) consecutive terms. Currently, the Township has 21 boards and commissions which were created and empowered by ordinance, resolution or motion adopted by the Board of Commissioners. The following is a summary of the Boards and Committees and the source of their authority.

Name	Empowered By
Board of Commissioners	Home Rule Charter (1977)
Board of Health	Township Code Chapter 5
Citizens Audit Review & Financial Advisory Committee	Resolutions 2011-01 and 2017- 03
Citizens Communications Council	Township Code Chapter 5
Civil Service Commission	Township Code Chapter 5
Code Appeals Board	Uniform Construction Code; Township Code Chapter 15
Design Review Board	Township Code Chapters 5, 150
Educational Services Agency	Township Code Chapter 30
Environmental Advisory Council	Township Code Chapter 33
Ethics Board	Township Code Chapters 5, 39
Historic & Architectural Review Board	Township Code Chapters 5,178
Memorial Library Board	Township Code Chapter 5
Open Space Committee	BOC motion 10/99
Parks & Recreation Board	Township Code Chapter 5
Planning Commission	Township Code Chapter 5
Radnor-Haverford-Marple Sewer Authority	Township Code Chapters 5, 78
Rental Housing Appeals Board	Township Code Chapters 5, 226
Shade Tree Commission	Township Code Chapter 263

Stormwater Management Committee	Resolutions 2013-03, 2015-31
Villanova Care Committee	Resolution 2016- 22
Zoning Hearing Board	Township Code Chapters 5, 280

2. Boards and Commissions

A. Board of Commissioners

The Board of Commissioners is granted the legislative and executive authority to govern Radnor Township in the Home Rule Charter as approved by the electors of the Township. The Board consists of seven members, each representing one of the seven wards comprising the Township. Ward boundaries may be redrawn every ten years (following the decennial U.S. census) to provide equal voter representation in each ward. A commissioner is elected for a four-year term by the voters of the ward and receives compensation of \$2,100 per year in accordance with the Home Rule Charter. (“Charter”)

The Board's chief responsibilities include supervising Township operations, establishing an annual budget, levying taxes, and passing necessary policy and regulatory ordinances. The Board also appoints principal officials to run the day-to-day affairs of the Township, and is also responsible for the appointment of all members of each advisory boards, commissions, and authorities. Each appointee to an advisory body must be a registered elector of the Township. Additional information on the appointment process and other organizational requirements for the various boards can be found in Chapter 5 of the Township code.

Citizens are encouraged to take an active role in their local government in Radnor. The Charter and the state Open Meetings Law mandates that the Board of Commissioners conduct public meetings in order to transact township business with opportunities for public comment.

The Board of Commissioners meet on the second and fourth Mondays in September through May and on the third Monday in June, July and August at 6:30 p.m. Meetings are held in the Radnorshire Room of the Township Building, located at 301 Iven Avenue, Wayne and are televised on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

B. Board of Health

The Board of Health advises the Board of Commissioners and the Department of Community Development on matters of public health policy and administration necessary to promote and protect the health of the citizens of the Township. Their duties also include providing advice to the Board of Commissioners on federal and state laws and regulations on health and recommending new ordinances, rules and regulations to promote awareness by Township citizens of significant health related issues. Recent

topics of discussion have included food handling, influenza, HIV, teen health issues, rabies, and Lyme disease. The Board has initiated a series of programs, called *Radnor Health Matters*, on many of these issues, available on line and on the Township's cable channels. The Township's Health Officer acts as a liaison between the Board and the Township Administration and reports to them on his activities. Additional information on the Board of Health can be found in Chapter 5, Section 35 of the Township Code.

The Board of Health meets on the third Monday of each month at 5:30 p.m. No meetings are held in July and August.

Meetings are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

The Board of Health consists of nine members, five of whom shall be licensed doctors, registered nurses or persons trained and experienced in public health matters, each serving no more than two consecutive four year terms, exclusive of serving any part of an unexpired term.

C. Citizens Audit Review & Financial Advisory Committee

The Citizens Budget and Financial Advisory Committee (CARFAC) was formed in 2011 by the Board of Commissioners. This volunteer group was assembled to assist the elected officials in evaluating the budget and financial issues of Radnor Township. Meetings of the CARFAC will be open to the public, held at least quarterly, and will be advertised in the same manner as other Township Boards and Committees. The Committee shall:

- Meet with the Township Auditors annually before and at the conclusion of each audit.
- Review quarterly financial statements (including updated budget versus actual statements, statements of fund cash position, debt position, long-term financial forecast position or change in assumptions, pension funding status, OPEB Funding status, or other reports as requested by the Commissioners).
- Analyze capital Plan funding, long term liabilities, the township credit rating and update the Stakeholder's Financial Summary annually.
- Any other projects or tasks as assigned to it by the Township Board of Commissioners.

- The Committee shall report to the Board of Commissioners as deemed necessary by the Board or by the CARFAC.

D. Citizens Communications Council

The Citizens Communications Council, formerly known as the Citizens Cable Communication Council was restructured by the Board of Commissioners on January 5, 2009. The Council is responsible for advising the Board and township staff on policy and administrative matters relating to cable television, telecommunications, wireless facilities, and new and emerging communication technologies. They also provide recommendations and advice on the negotiation of cable franchise, right-of-way, and other communication agreements. Additional information on the role of the Council can be found in Chapter 5 Section 38 of the Township Code.

The Citizens Communications Council meets on the third Wednesday of each month at 6:30 p.m.

Meetings are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

E. Civil Service Commission

The Civil Service Commission administers the Civil Service procedures for Police Officers which includes the enforcement of rules of conduct and regulations approved by the Board of Commissioners. They also conduct testing and certify qualified applicants for positions and promotions within the Police Department. The Commission is authorized to issue subpoenas, hold hearings, and hear appeals. Additional information on the Civil Service Commission can be found in Chapter 5 Section 36 of the Township Code. The Civil Service Commission meets on an as needed basis. The Commission consists of three members and one alternate, each serving six year terms.

F. Code Appeals Board

The Code Appeals Board was established under the statewide Uniform Construction Code (UCC) to review all building and construction codes and recommend modifications to Township ordinances as necessary. The Board also acts as a quasi-judicial board which considers appeals from the township code official's interpretation of the UCC. Additional information regarding this board can be found in Chapter 15 of the Township Code. The Code Appeals Board consists of five members, each serving five year terms. The Board meets on an as needed basis.

G. Design Review Board

The Design Review Board reviews applications for signage, new buildings, and facade renovations for compliance with the Township's Sign Ordinance and related landscaping regulations. They also hear appeals from staff interpretations of the applicable codes.

Projects requiring Design Review Board approval include:

- New wall, ground, window or freestanding signs; or change of existing.
- New or change of existing awnings.
- Commercial or institutional building facade renovations.
- New commercial or institutional buildings.
- Additions to commercial or institutional buildings.
- Addition of telecommunication antennas.

The Design Review Board includes five members, three of whom must have a professional background and experience in the fields of architecture, engineering or landscaping. Additional information on the Board can be found in Chapter 5, Section 42 of the Township Code. Meetings are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

H. Educational Services Agency

The Educational Service Agency (ESA) is authorized by state law and is codified in Chapter 30 of the Township Code. The ESA hires, trains and supervises school crossing guards pursuant to an agreement with the Radnor Township School District. The ESA is composed of three individuals, appointed to three year overlapping terms.

I. Environmental Advisory Council

The Environmental Advisory Committee (EAC) was initially established as a subcommittee of the Board of Health, the EAC was renamed the Environmental Advisory Council (EAC) and restructured as a stand-alone advisory council by the Board of Commissioners on March 10, 2008.

The Environmental Advisory Council serves as a clearinghouse for issues of an environmental nature. They recommend plans and programs to the appropriate Township agencies for identification and resolution of environmental problems. The EAC is also charged with the task of environmental education and awareness for the community. The EAC serves an educational role in the community providing citizens with useful information in an effort to help maintain and improve the environment in which we all live. The Council also encourages voluntary programs through community participation.

The EAC meets on the fourth Thursday of each month January through October at 6:00 p.m. The EAC meets on the first Tuesday after Thanksgiving at 6:00 p.m. for a combined November/December meeting.

Meetings are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

The Environmental Advisory Council consists of seven at-large members plus up to four nonvoting liaisons appointed by the Council from the Park and Recreation Board, Planning Commission, Board of Health and Shade Tree Commission may be appointed all of whom serve four year terms.

J. Ethics Board

The Ethics Board hears and investigates any complaints of alleged ethics violations and may render confidential advisory opinions. Additional information on the Ethics Board can be found in Chapter 5, Section 37 of the Township Code.

The Ethics Board meets on an as needed basis and consists of four members serving five year terms, plus the President of the Board of Commissioners.

K. Historic & Architectural Review Board

The Historic and Architectural Review Board (HARB) was created to protect and enhance the North Wayne Historic District, the Louella Court Historic District and the South Wayne Historic District for the educational, cultural, economic, and general welfare of the public through preservation, protection, and regulation of buildings of historic interest or importance within the District and to safeguard elements of architectural history throughout the District which have been determined to be of historic significance. The Historic District ordinance provides that the HARB will serve to review applications for the construction, addition or demolition of any principal building, or any additions or accessory buildings in the district. Additional information on the HARB can be found in Chapter 5, Section 42.2 of the Township Code and Chapter 178 of the Township Code.

The Historic and Architectural Review Board meets on the first Wednesday of each month at 6:00 p.m.

Meetings are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

All applications must be submitted fifteen (15) calendar days prior to the meeting. Only complete applications will be accepted.

The HARB consists of five members including one registered architect or engineer, one licenses real estate broker and one person with technical knowledge in the building code or construction industry. The remaining two members must have a knowledge and interest in the preservation of historic districts. The terms of office are five years.

L. Memorial Library Board

The Board of Trustees of the Memorial Library of Radnor Township consists of fifteen members. Two members are Radnor Township appointees, one is a Radnor School District appointee and the remaining twelve are appointed by the Board of Trustees. Each Trustee serves a three year term, with a maximum of three consecutive terms allowed.

The Library Board is the governing body of the Memorial Library of Radnor Township, a separate, nonprofit corporation. The Library Board approves the Library's annual operating budget and various administrative policies. Library Board Meetings are regularly scheduled at 7:30 P.M. on the third Thursday of each month (dates may be changed without public notice), except in July and August. The Annual Meeting of the Board is in May when the election of the new trustees and officers is held. The regular monthly meeting follows the Annual Meeting. Information on the Memorial Library Board can also be found in Chapter 5 Section 43 of the Township Code.

M. Open Space Committee

The Open Space Committee was formed in 1999 as an ad-hoc committee to advise the Board of Commissioners on the acquisition of open space and recreational land.

The Open Space Committee holds meetings as needed.

N. Park & Recreation Board

The Park and Recreation Board provide advice to the Board of Commissioners and the Department of Parks and Recreation on matters of recreational policy and the development and maintenance of parks and open space in the Township.

The Parks and Recreation Board meet on the second Thursday of each month at 6:30 p.m.

Meetings are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

Additional information on the Park and Recreation Board can be found in Chapter 5 Section 39 of the Township Code

The Parks and Recreation Board consist of seven members serving five year terms, plus two representatives of the Radnor School Board of Directors.

O. Planning Commission

The Planning Commission serves as an advisory board to the Board of Commissioners providing recommendations and advice on all land development and subdivision applications that are submitted to the Township in accordance with the Pennsylvania Municipalities Planning Code. The Planning Commission also plays an important role in developing the Township's Comprehensive Land Use Plan, as well as keeping the Zoning and Subdivision and Land Development Codes up to date and in compliance with applicable state and federal laws. Additional information on the Radnor Planning Commission can be found in Chapter 5 Section 39 of the Township Code.

The Planning Commission meetings are held on the first Monday of each month at 7:00 p.m. and are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

The Planning Commission consists of nine members, each serving four year overlapping terms.

P. Radnor-Haverford-Marple Sewer Authority

The RHM Sewer Authority is responsible for providing treatment of all wastewater emanating from the Darby Creek Drainage Basin in Radnor, Haverford, Marple, Newtown, and Tredyffrin Townships. The wastewater is treated in plants located along the Delaware River in Southwest Philadelphia.

The Radnor-Haverford-Marple Sewer Authority meets four times a year and additional information on the meeting dates and times can be obtained by contacting the Township Offices.

The Authority consists of two appointees from each of the member Townships serving five year terms.

Q. Rental Housing Appeals Board

The Rental Housing Appeals Board was created in 2001 as a quasi-judicial board to consider appeals of the Township's Code Officials' determinations in the enforcement of the rental housing ordinance. Additional information on the Board can be found in Chapter 5 Section 42.1 of the Township Code.

The Rental Housing Appeals Board meets on an as needed basis. The Board consists of three members serving five year terms, plus one alternate member.

Meetings are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

R. Shade Tree Commission

The Shade Tree Commission is responsible for reviewing subdivision, land development, and other building applications for compliance with the Township's Shade Tree ordinance and for recommending appropriate modifications to the code. Additional information on the Shade Tree Commission can be found in Chapter 263 of the Township Code.

The Shade Tree Commission meets on the fourth Wednesday of each month January through October at 6:30 p.m. and on the first Tuesday after Thanksgiving at 6:30 p.m. for a combined November/December meeting.

Meetings are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

The Shade Tree Commission consists of three members plus one representative from the Park & Recreation Board and the Planning Commission serving five year terms.

S. Stormwater Management Committee

The Stormwater Management Committee was created to: 1) recommend stormwater and flood control projects; 2) recommend stormwater infrastructure rehabilitation; 3) support regulatory compliance; and 4) promote public education. The Committee meets on the third Thursday of each month and consists of seven members. Meetings are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

T. Villanova Project Communication and Review Committee (CARE)

The CARE Committee was created in 2016 to foster communication on a monthly basis among the Township, its residents and Villanova during the build out of Villanova's land development project. Meetings are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

U. Zoning Hearing Board

The Zoning Hearing Board is a quasi-judicial board that conducts zoning hearings and renders decisions on appeals, variances, and special exceptions under the Township's Zoning Code. Applications to the Zoning Hearing Board must be received by the Department of Community Development thirty (30) days prior to the meeting. Only complete applications are accepted. Additional information on the Zoning Hearing Board can be found in Chapter 5 Section 41 of the Township Code.

The Zoning Hearing Board meets on the third Thursday of each month at 7:00 p.m. Meetings are held in the Radnorshire Room or other available room within the Township Building, located at 301 Iven Avenue, Wayne and may be televised as the schedule and room availability permits on Comcast Cable Channel 5 and Verizon FiOS Channel 30.

The Zoning Hearing Board consists of five members plus one alternate serving five year terms.

3. PROCEDURAL REQUIREMENTS FOR BOARDS AND COMMISSIONS

A. CONFLICTS OF INTEREST

Advisory Boards and Commissions are not subject to the conflict of interest or financial disclosure requirements under the State Ethics Act. However, Radnor Township has adopted a local Ethics Act consistent with the State Act which generally prohibits township elected or appointed officials from making decisions which would result in a pecuniary benefit to the official, a family member or an organization with which the member is associated. Although members of advisory Boards do not make final decisions on Township matters, it is the policy of Radnor Township that advisory board members should bring to the Township Manager any matter before the member's board which would have a positive or negative financial impact on that member, a family member or an organization with which the member is associated. The Township Manager in consultation with the

Township Solicitor provides guidance to any member disclosing such possible conflicts with respect to participation in the matter.

B. SUNSHINE ACT

It is the policy of Radnor Township that all advisory Boards and Commissions (collectively "Advisory Board") created by the Board of Commissioners through legislative action by ordinance or resolution, shall comply at all times with the state Open Meetings Law (the "Sunshine Act"). All discussion and deliberations involving township business by a majority of Advisory Board members must be conducted at advertised meetings. Conference calls or email discussions involving a majority of Advisory Board members are prohibited. Although there are exceptions to the open meeting requirement, such exceptions are rare for Advisory Boards and questions regarding same should be addressed to the Township Manager.

C. RIGHT TO KNOW ACT

The state Right to Know Act defines a public record as any document, written or electronic, which documents an agency transaction or activity. As a member of an Advisory Board, any document, letter, or email communications regarding Township business may be subject to release upon a legitimate request by any individual. The Township has an appointed Open Records Officer who receives and responds to written records requests from the public. Questions regarding records or record retention can be directed to the Township Manager or the Open Records Officer.