

RESOLUTION NO. 2011- 31

A RESOLUTION OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, ESTABLISHING A PROCEDURE FOR DISCLOSURE OF CONFLICTS OF INTEREST FOR ALL ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, OUTSIDE CONSULTANTS, AND MEMBERS OF ALL BOARDS, COMMISSIONS AND AD HOC COMMITTEES

*WHEREAS*, the Radnor Township Home Rule Charter, the Pennsylvania State Ethics Act, and the Radnor Township Code of Ethics sets forth certain requirements regarding conflicts of interest for elected and appointed officials; and

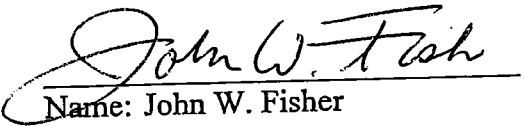
*WHEREAS*, the Radnor Township Board of Commissioners desires to establish a specific disclosure requirement and form to assist all elected and appointed officials in determining any actual or potential conflicts.

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

*SO RESOLVED*, this 14th day of March, A.D., 2011.

RADNOR TOWNSHIP


By:



Name: John W. Fisher

Title: President

ATTEST:

  
Robert A. Zienkowski, Secretary

# **Conflict of Interest Policy**

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## **Conflict of Interest Policy for the Township of Radnor**

The purpose of the following policy and procedures is to prevent the personal interest of the Board of Commissioners, Staff members, Officers, Board and Commission members and volunteers from interfering with the performance of their duties to Radnor Township, or result in personal financial, professional, or political gain on the part of such persons at the expense of Radnor Township or its citizens, supporters, and other stakeholders.

*Definitions: Conflict of Interest* (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include the Board of Commissioners, Staff members, Officers, members of various Boards and Commissions and Volunteers of Radnor Township.

### *Policy and Practices*

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Board of Commissioners in all conflicts of interest, including but not limited to the following:
  - a. A Board member is related to another Board member, or Staff member, by blood, marriage or domestic partnership.
  - b. A Staff member in a supervisory capacity is related to another Staff member whom she/he supervises.
  - c. A Board member or their organization stands to benefit from a Radnor Township transaction or Staff member or such organization receives payment from Radnor Township for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and Board policy.
  - d. A Board member's organization is any organization, for profit or not for profit, from which the Board member receives any financial benefits or with which the Board member holds a position of leadership.
  - e. A Board member or Staff member is a member of the governing body of a contributor to Radnor Township.
  - f. A Volunteer working on behalf of Radnor Township who meets any of the situations or criteria listed above.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Board of Commissioners shall determine whether a conflict of interest exists and, if so the Board shall vote to authorize or reject the

transaction or take any other action deemed necessary to address the conflict and protect Radnor Township's best interest. The vote shall be by a majority vote without counting the vote of any interested Commissioner, even if the disinterested Commissioners are less than a quorum provided that at least one consenting Commissioner is disinterested.

3. An interested Board member, Officer, Staff member, or a member of the Township's Boards and Commissions and Volunteers shall not participate in any discussion or debate of the Board of Commissioners, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present Board of Commissioners.
4. Anyone in a position to make decisions about spending Radnor Township's resources (i.e., transactions such as purchases contracts) who also stands to benefit from that decision has duty to disclose that conflict as soon as it arises (or becomes apparent); she/he should not participate in any final decisions.
5. A copy of this policy shall be given to all the Board of Commissioners, Staff members, Officers, members of the Boards and Commissions, Volunteers or other key stakeholders upon commencement of such person's relationships with Radnor Township or at the official adoption of stated policy. Each Board member, Officer, Staff member, members of the Boards and Commissions, and Volunteer shall sign and date the policy at the beginning of her/his term of service or employment and each year thereafter. Failure to sign does not nullify the policy.
6. This policy and disclosure form must be filed annually by all specified parties.

# **Conflict of Interest Policy – Disclosure Form**

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Radnor Township's

Employee Conflict of Interest  
Disclosure Form

This form must be filed annually by all specified parties, as identified in the Radnor Township Conflict of Interest Policy Statement (ratified by the Radnor Township's Board of Commissioners on [Date of ratification])

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict of interest to report (please specify):

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The undersigned, by their affixed signature, note their understanding of the implications of this policy.

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Signature

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Printed Name

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Date