

**TOWNSHIP OF RADNOR**  
**Minutes of Public Meeting of November 26, 2012**

*The Radnor Township Board of Commissioners met at approximately 7:10 PM in the Radnorshire Room in the Radnor Township Municipal Building, 301 Iven Avenue, Wayne, PA 19087*

**Commissioners Present**

*William A. Spingler, President*

*John Fisher*

*James C. Higgins*

*Donald Curley*

*Elaine P. Schaefer, Vice President*

*Kevin G. Higgins*

*John Nagle*

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

*President Spingler called the meeting to order and led the audience in the Pledge of Allegiance.*

Public Participation

None

Notice of Executive Session preceding the Board of Commissioners meeting of November 26, 2012

There was not an Executive Session held.

Notice of Executive Session after the Board of Commissioners meeting of November 12, 2012

All commissioners were in attendance with the exception of Commissioner J. Higgins and Schaefer, where Matters of personnel were discussed.

Approval of minutes for the Board of Commissioners meeting of October 15, 2012

Commissioner Schaefer moved to approve and seconded by Commissioner J. Higgins. Motion passed 7-0.

Certificate of Recognition for resident Frederick J. Young, Sergeant Joseph R. Maguire III, Officer Alex M. Janoski, Officer Jennifer J. Cocco, of the Radnor Police Department, Medic Brian J. Zimmerman, Medic Kevin D. Dillard, EMT Matthew J. Rychiak and EMT Michael R. Maguire of the Radnor Fire Company for their respective efforts in assisting and saving lives in Radnor Township

Certificate of Recognition presented by Commissioner Spingler and Superintendent of Police, Bill Colarulo for resident Frederick J. Young, Sergeant Joseph R. Maguire III, Officer Alex M. Janoski, Officer Jennifer J. Cocco, of the Radnor Police Department, Medic Brian J. Zimmerman, Medic Kevin D. Dillard, EMT Matthew J. Rychiak and EMT Michael R. Maguire

of the Radnor Fire Company for their respective efforts in assisting and saving lives in Radnor Township.

Citizens Award for residents Christopher L. O’Sullivan, Michael Haley and Kimberly Pepper for their heroic efforts in stopping a dog attack and saving a resident from more serious injuries

Commissioner Spingler presented a Certificate of Recognition for residents Christopher L. O’Sullivan, Michael Haley and Kimberly Pepper for their heroic efforts in stopping a dog attack and saving a resident from more serious injuries.

Motion to accept Department Reports

Commissioner Fisher moved to approve and seconded by Commissioner Schaefer. Motion passed 7-0.

Commissioner Schaefer noted that again the Township is on pace to have an increase in auto accidents involving deer.

Mr. Zienkowski discussed that the Township is working with the USDA in regards to Deer Culling. There are dates scheduled from December to March. At the decision of the Township Manager, he chose to withhold the dates for safety and security purposes.

**PERSONNEL & ADMINISTRATION**

Commissioner K. Higgins announced Board Vacancies (effective January 1, 2013) on the following Boards and Commissions:

<u>Environmental Advisory Council</u> (4 year term)	<u>CARFAC</u>
1 Vacancy	1 Vacancy
<u>Park and Recreation Board</u> (5 year term)	<u>Design Review Board</u> (5 year term)
1 Vacancy	2 Vacancies
<u>Citizens Communication Council</u> (5 year term)	
2 Vacancies	

**COMMUNITY DEVELOPMENT**

Consideration of a Motion to approve the Certificate of Appropriateness:  
HARB 2012-20 – 315 Orchard Way, Wayne

Commissioner Curley moved to approve and seconded by Commissioner Nagle. Motion passed 7-0.

Commissioner Curley announced Breakfast with Santa on Sunday, December 2<sup>nd</sup> at Radnor Fire Company.

**PARKS & RECREATION**

Motion to Approve the Township Social Media Policy for use by Radnor Township

Commissioner Nagle moved to approve and seconded by Commissioner Fisher.

Tammy Cohen explained the purpose of the Social Media website.

After a brief discussion for clarification purposes the motion passed 6-1 with Commissioner J. Higgins opposed.

*Resolution #2012-142 - Authorization to Enter into Contract Agreement with the Woodlynde School for use of Gymnasium Facility for the 2012-2013 Radnor Youth Basketball & Gryphon Volleyball Program Seasons*

Commissioner Nagle moved to approve and seconded by Commissioner Schaefer. Motion passed 7-0.

*Resolution #2012-143 - Authorization to Enter into Contract Agreement with Hill Top Preparatory School for use of Gymnasium Facility for the 2012-2013 Radnor Youth Basketball Program Season*

Commissioner Nagle moved to approve and seconded by Commissioner Schaefer. Motion passed 7-0.

*Motion of Authorization for the Approval of Radnor Youth Basketball Program Scholarships for the 2012-2013 Season*

Commissioner Nagle moved to approve and seconded by Commissioner Schaefer. Motion passed 7-0.

Tammy Cohen announced the Recreation Department's annual Holiday at the Willows celebration that will be taking place Sunday, December 9<sup>th</sup> from 2:00pm to 5:00pm. They invite residents to join them at the Willows Mansion for Holiday Entertainment, Music, Crafts, Face Painting, and Refreshments. Santa will be stopping by to take pictures. The event will be capped off with a FIREWORKS display finale at dark/5 PM.

***PUBLIC WORKS & ENGINEERING***

*Authorization to Award Contract #B-12-007A, Purchase of Gasoline, Diesel Fuel, and Lubricants*

*Resolution #2012-139 - Purchase of Gasoline and Diesel Fuel*

Commissioner J. Higgins moved to approve and seconded by Commissioner Schaefer. Motion passed 7-0.

*Resolution #2012-140 - Purchase of Lubricants*

Commissioner J. Higgins moved to approve and seconded by Commissioner Nagle. Motion passed 7-0.

***FINANCE & AUDIT***

*Disbursement Acceptance and Approval*

Commissioner Fisher moved to approve and seconded by Commissioner Schaefer. Motion passed 7-0.

Introduction of Ordinance #2012-17 - Amending Chapter 44 and Creating a Post-Employment Benefit Obligation Fund

Commissioner Fisher moved to introduce the Ordinance and seconded by Commissioner Curley.

Mr. White discussed that the purpose of creating a Post-Employment Benefit Obligation Fund is to establish the accounting infrastructure necessary to accurately and transparently account for the assets and liabilities associated with the Township's post-employment obligations. In association with the establishment of the fund, the Ordinance also enacts the Post-Employment Benefit Obligation plan and trust "for the deposit and administration of funds to be used for the exclusive and irrevocable purpose of funding post-employment benefits." Further, in order to enhance the Post-Employment plan and trust's ability to generate assets, this Ordinance will also amend the Township's investment policy (Chapter 44 of the Administrative Code) to allow the Post-Employment plan and trust's assets to be invested in a similar manner as the Pension System assets. Secondly, other amendments to the investment policy are included after a review with CARFAC and some recommendations provided by that Committee (as a matter of good business practice and to satisfy an audit comment from prior years' audit reports).

After an in depth conversation between Commissioners, John Rice and Bill White for clarification purposes and non-substantial changes to the ordinance. John Rice will make minor changes to the Ordinance and send to the Commissioners for review prior to adoption. Motion passed 7-0.

Introduction of Ordinance #2012-18 - Adoption of a final budget for fiscal year 2013 and establishing the Township real estate tax rate and sewer rate

Commissioner Fisher moved to introduce the Ordinance and seconded by Commissioner K. Higgins.

Commissioner Schaefer wanted to point out that by not having a tax increase does not mean that the Township is sitting comfortably. Commissioner Fisher supports the 0% tax increase and wanted to thank staff and Mr. Zienkowski for all of their hard work.

Public Comment

Martin Heldring, Audubon Avenue – He thanked staff and CARFAC for the fantastic budget document that has been presented.

Dan Webster, Ravenscliffe – He does appreciate the 0% tax increase and the way that the Board has handled this.

Motion passes 7-0.

Introduction of Ordinance #2012-19 – Adoption of the Consolidated Fee Schedule for 2013

Commissioner Fisher moved to introduce the Ordinance with the below changes, seconded by Commissioner K. Higgins.

Commissioner Schaefer commented that the “Parking Meter Fine” on page 26 needs to be changed to \$20.

Omitted from the Ordinance in the Parks and Recreation section: Adult League Team Field Permit (softball, soccer baseball, etc.) - \$100 per season/NTE 10-week period [under review by the Parks and Recreation Board]; NEW FEE for Court/Park Area Permitting Fee – For Profit/Restricted Groups, Private Educational Institutions, Organizations, or Programs - \$30 per hour [under review by the Parks and Recreation Board]; Willows Mansion Weekday rate for Non-Profits - \$500 (Resident); \$600 (Non-Resident) [there is a note there to evaluate extending the fee from M-F to Everyday including weekends; this is under review by the Parks & Recreation Board]; Radnor Activity Center Birthday Party – 2 hour party with event supervisor - \$275 per hour (Resident); \$315 per hour (Non-Resident) [under review by the Parks and Recreation Board]. Also, a change in the description for the following fee: Turf Field Memorial Turf Field Permit Fee - \$200 per hour – [Fee was developed and structured within the Radnor Memorial Turf/Agnes Irwin School Lease Agreement]

The motion passed 7-0.

*Resolution #2012-144 - Adoption of the Preliminary 2013 Budget*

Bill White explained that this is approval of the “Preliminary Budget” which was introduced on October 15, 2012. This is to satisfy a requirement in the Charter to pass a preliminary budget within 30 days prior to the end of the year.

Commissioner Fisher moved to approve and seconded by Commissioner Nagle. Motion passed 7-0.

*Resolution #2012-145 - Amending Resolution 2012-113 revising the 2013 Municipal Minimum Obligation*

Commissioner Fisher moved to approve and seconded by Commissioner Nagle. Motion passed 7-0.

*Resolution #2012-146 - Acknowledging the receipt and accounting of the 2012 Municipal Pension System State Aid*

Commissioner Fisher moved to approve and seconded by Commissioner Schaefer. Motion passed 7-0.

*A Motion to Approve Cell Phone Usage Policy*

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

*Resolution #2012-147 - Adopting Procurement of Professional Services for the Municipal Pension Systems*

Commissioner Fisher moved to approve and seconded by Commissioner Nagle. Motion passed 7-0.

*A Motion Amending the Finance Accounting Policy & Procedure Manual to include: Inventory and stale dated check policies*

Commissioner Fisher moved to approve and seconded by Commissioner J. Higgins. Motion passed 7-0.

*Resolution #2012-148 - Authorizing the purchase of a replacement Plotter/Scanner Purchase*

Commissioner Fisher moved to approve and seconded by Commissioner Schaefer. Motion passed 7-0.

***PUBLIC SAFETY***

None

***LIBRARY***

Commissioner Schaefer announced Wednesday, November 28, 2012 at 7 PM the library will have a guest speaker Michael Matrinko. Also Holiday Open House on Saturday, December 1<sup>st</sup> from 12-2PM.

***PUBLIC HEALTH***

The December 17, 2012 Board of Health Meeting has been rescheduled for December 3, 2012 at 5:00 PM.

*Old Business*

The Board of Commissioners gave the Township Solicitor direction to prepare language to make our surcharge language more consistent with the language provided.

*New Business*

None

*Public Participation*

None

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

*Respectfully submitted,*

*Jennifer DeStefano*