



Board of Commissioners

[Agenda Link](#)

Date received: 09/01/2023 @ 0840
Date & Time posted: 09/01/2023 @ 0907

Minutes Link

Date received:
Date & Time posted:

Work Session Agenda

Date: Tuesday, September 05, 2023
Location: 1014 Darby Rd, Havertown, Pa., 19083
Time: 7:00 P.M.

BOARD OF COMMISSIONERS

WORK SESSION AGENDA

TUESDAY, SEPTEMBER 5, 2023

7:00 P.M.

ZOOM Presentation: Fire & EMS Study

Commissioner Committee Updates

Police Department – Crime Update

NEXT WEEK:

Appointment – Entry Level Police Officers (2)

Ordinance No. P10-2023

Traffic (1st Reading)

Resolution No. 2323-2023

Haverford Township Day

Resolution No. 2325-2023

ARPA Money Purchase – Basketball Courts

Annual MMO (Minimum Municipal Obligation)

Tax Settlements

Contract Awards

Darby Road Streetscape

Basketball Court Restoration – Preston Park & Grange Fields

} Parks and Recreation

Supplemental Planning Services

Proclamation – National Recovery Month

ORDINANCE NO. P10-2023

AN ORDINANCE OF THE TOWNSHIP OF HAVERFORD, COUNTY OF DELAWARE, COMMONWEALTH OF PENNSYLVANIA, FURTHER AMENDING AND SUPPLEMENTING ORDINANCE NO. 1960, ADOPTED JUNE 30, 1986, AND KNOWN AS "GENERAL LAWS OF THE TOWNSHIP OF HAVERFORD" CHAPTER 175, VEHICLES AND TRAFFIC.

BE IT ENACTED AND ORDAINED by the Board of Commissioners of the Township of Haverford, County of Delaware, Commonwealth of Pennsylvania, and it is hereby enacted and ordained by the authority of the same:

SECTION 1. That Section 175-95, SCHEDULE XX: Special Purpose Parking Zones

ESTABLISH:

In front of 1531 Dorchester Road

RESCIND:

In front of 2545 Rosemont Avenue

SECTION 2. Upon effective date of this ordinance, the Highway Department shall install appropriate signs in the designated section or zones giving notice of the regulations aforesaid.

SECTION 3. Any ordinance or part of an ordinance to the extent that it is inconsistent herewith is hereby repealed.

ADOPTED this day of 2023.

TOWNSHIP OF HAVERFORD

**BY: C. Lawrence Holmes, Esq.
President
Board of Commissioners**

**Attest: David R. Burman
Township Manager/Secretary**

RESOLUTION NO. 2323-2023

WHEREAS, the Board of Commissioners designate Haverford Police Department's – Chief John Viola, to execute any and all documents with PaDot and be responsible for the safety and welfare of residents utilizing State Highways on Haverford Township Day, Saturday, October 7, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Haverford, County of Delaware, Commonwealth of Pennsylvania, authorize Chief John Viola, as the Township's designee.

RESOLVED this 11th day of September, 2023.

TOWNSHIP OF HAVERFORD

**By: C. Lawrence Holmes, Esq.
President
Board of Commissioners**

**Attest: David R. Burman
Township Manager/Secretary**

RESOLUTION No. 2325-2023

American Rescue Plan Act Coronavirus Local Fiscal Recovery Fund Haverford Township Parks Basketball Backstops

WHEREAS, Haverford Township's direct allocation from the Coronavirus State and Local Fiscal Recovery Fund was \$19.8 million;

WHEREAS, on April 1, 2022, the U.S. Department of Treasury released the Final Rule covering the Coronavirus State and Local Fiscal Recovery Fund, as created and directed by the American Rescue Plan Act authorizing recipients to use funds to improve spaces in areas that have been impacted by the pandemic including improving park space; and,

WHEREAS, the Board of Commissioners has identified Haverford Township Parks Department purchase of new playground equipment within the adopted 2023 budget and the 2023 capital improvement plan; and,

WHEREAS, the Township has identified a need within two of our township parks to replace backstops at Grange and Preston basketball courts.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Haverford Township hereby approves the use of \$14,271 of the Township's American Rescue Plan Fund allocation for the purchase of backstops in Grange Park and Preston Park.

RESOLVED THIS 11th day of September, 2023.

TOWNSHIP OF HAVERFORD

Attest:

C. Lawrence Holmes, Esq, President

David R. Burman, Township Manager

Thomas J. Anderson & Associates, Inc.

MUNICIPAL PENSION SPECIALISTS

115 WESTTOWN RD., STE 101
WEST CHESTER, PA 19382
(610) 430-3385 FAX (610) 430-3387

August 2, 2023

Ms. Aimee Cuthbertson, CPA
Director of Finance
HAVERFORD TOWNSHIP
1014 Darby Rd.
Havertown, PA 19083

RE: 2024 Financial Requirement and Minimum Municipal Obligation

Dear Aimee:

Enclosed is the Financial Requirement and Minimum Municipal Obligation (MMO) for your municipality's Pension Plan(s) for the upcoming 2024 plan year. Act 205 requires that the Chief Administrative Officer (CAO) of the pension plan(s) shall submit to the governing body of the municipality the financial requirement. This annual report must be presented to the governing body on or before the last business day in September (September 29, 2023).

The payroll amount used in your 2024 budget was computed by obtaining from you, the earnings for the active full-time members of the pension plan(s) as of June 30, 2023 and then doubling this figure in order to arrive at the projected annual payroll for the year in which the budget is prepared. The budgeted administrative expenses were based upon the expenses reported in the plan(s)' most recent Act 205 Actuarial Report.

Line 9 of the plan(s) MMO represents the minimum obligation permitted based upon actuarial smoothing. Line 10 reflects the MMO based upon the plan(s) market value of assets. The reason we are bringing this to your attention is to make you aware of the plan(s) higher MMO requirement(s) based upon market value without the smoothing provision.

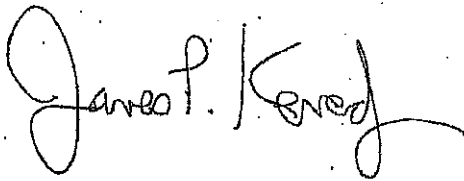
We understand the economic hardships that are facing local governments; however, from an actuarial funding standpoint we strongly recommend, if at all possible, your municipality gives consideration to providing additional funding above the minimum smoothing based MMO requirement(s).

Ms. Aimee Cuthbertson, CPA
August 2, 2023
Page two

In order to avoid any confusion, we are requesting that you identify the MMO on line 9 or 10 and the amount your municipality elects to utilize in funding the plan's 2024 MMO obligation and clearly write in your election # and the dollar amount on the 2024 MMO budget worksheet in the spaces provided above the signature line.

These reporting requirements will be closely monitored by the Department of the Auditor General in future audits. Therefore, if you should have any questions concerning any of the above, please do not hesitate to contact our office. Upon approval, please forward a signed/dated copy of this 2024 MMO budget for our records with your election(s).

Sincerely,

A handwritten signature in cursive script that reads "James P. Kennedy". The signature is written in dark ink and is positioned above the typed name and title.

JAMES P. KENNEDY
President

**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL
OBLIGATION BUDGET FOR 2024**

NAME OF MUNICIPALITY:
COUNTY:

**HAVERFORD TOWNSHIP
DELAWARE**

**POLICE
PENSION PLAN**

1	TOTAL ANNUAL PAYROLL Estimated Payroll	\$7,500,000
2	NORMAL COST AS A PERCENTAGE OF PAYROLL (Derived from latest actuarial valuation)	14.85%
	1/1/23	
3	TOTAL NORMAL COST (Item 1 x Item 2)	\$1,113,750
4	AMORTIZATION REQUIREMENT (Derived from latest actuarial valuation)	\$2,574,164
5	TOTAL ADMINISTRATIVE EXPENSES (Based on Estimate)	\$19,518
6	FINANCIAL REQUIREMENT (+ Item 3 + Item 4 + Item 5)	\$3,707,432
7	TOTAL MEMBERS CONTRIBUTIONS	\$375,000
8	FUNDING ADJUSTMENT (Derived from latest actuarial valuation)	\$0
9	MINIMUM MUNICIPAL OBLIGATION (+ Item 6 - Item 7 - Item 8)	\$3,332,432
10	MINIMUM MUNICIPAL OBLIGATION BASED UPON MARKET VALUE OF ASSETS	\$4,325,455

I elect line _____ (9 or 10) as my 2024 MMO in the amount of \$ _____

Signature of Chief Administrative Officer

Date Certified to Governing Body

**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL
OBLIGATION BUDGET FOR 2024**

NAME OF MUNICIPALITY:
COUNTY:

HAVERFORD TOWNSHIP
DELAWARE

NON-UNIFORMED
PENSION PLAN

1	TOTAL ANNUAL PAYROLL Estimated Payroll	\$5,200,000
2	NORMAL COST AS A PERCENTAGE OF PAYROLL (Derived from latest actuarial valuation)	9.57%
	1/1/23	
3	TOTAL NORMAL COST (Item 1 x Item 2)	\$497,640
4	AMORTIZATION REQUIREMENT (Derived from latest actuarial valuation)	\$1,519,261
5	TOTAL ADMINISTRATIVE EXPENSES (Based on Estimate)	\$20,818
6	FINANCIAL REQUIREMENT (+ Item 3 + Item 4 + Item 5)	\$2,037,719
7	TOTAL MEMBERS CONTRIBUTIONS	\$234,000
8	FUNDING ADJUSTMENT (Derived from latest actuarial valuation)	\$0
9	MINIMUM MUNICIPAL OBLIGATION (+ Item 6 - Item 7 - Item 8)	\$1,803,719
10	MINIMUM MUNICIPAL OBLIGATION BASED UPON MARKET VALUE OF ASSETS	\$2,802,473

I elect line _____ (9 or 10) as my 2024 MMO in the amount of \$ _____

Signature of Chief Administrative Officer

Date Certified to Governing Body

FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL
OBLIGATION BUDGET FOR 2024
(FOR INTERNAL USE ONLY)

FOR
ILLUSTRATIVE
PURPOSES

NAME OF MUNICIPALITY:
COUNTY:

HAVERFORD TOWNSHIP
DELAWARE

LIBRARY
PENSION PLAN

1	TOTAL ANNUAL PAYROLL	
	Estimated Payroll	\$0
2	NORMAL COST AS A PERCENTAGE OF PAYROLL	
	(Derived from latest actuarial valuation)	0.00%
	1/1/23	
3	TOTAL NORMAL COST	
	(Item 1 x Item 2)	\$0
4	AMORTIZATION REQUIREMENT	
	(Derived from latest actuarial valuation)	\$40,108
5	TOTAL ADMINISTRATIVE EXPENSES	
	(Based on Estimate)	\$550
6	FINANCIAL REQUIREMENT	
	(+ Item 3 + Item 4 + Item 5)	\$40,658
7	TOTAL MEMBERS CONTRIBUTIONS	
		\$0
8	FUNDING ADJUSTMENT	
	(Derived from latest actuarial valuation)	\$0
9	MINIMUM MUNICIPAL OBLIGATION	
	(+ Item 6 - Item 7 - Item 8)	\$40,658
10	MINIMUM MUNICIPAL OBLIGATION BASED UPON MARKET VALUE OF ASSETS	
		\$67,026

I elect line _____ (9 or 10) as my 2024 MMO in the amount of \$ _____

Signature of Chief Administrative Officer

Date Certified to Governing Body

Thomas J. Anderson & Associates, Inc.

MUNICIPAL PENSION SPECIALISTS

115 WESTTOWN RD., STE 101
WEST CHESTER, PA 19382
(610) 430-3385 FAX (610) 430-3387

August 2, 2023

Ms. Aimee Cuthbertson, CPA
Director of Finance
HAVERFORD TOWNSHIP
1014 Darby Rd.
Havertown, PA 19083

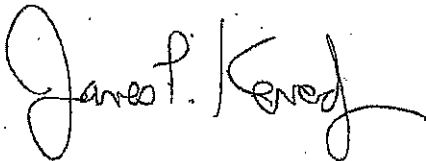
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Dear Aimee:

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If you should have any questions concerning any of the above, please do not hesitate to contact me. Upon approval, please forward a signed/dated copy of this 2024 MMO budget for our records.

Sincerely,



JAMES P. KENNEDY
President

**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL
OBLIGATION BUDGET FOR 2024**

NAME OF MUNICIPALITY:
COUNTY:

HAVERFORD TOWNSHIP
DELAWARE

	NON-UNIFORMED DEF. CONT.
1. TOTAL ANNUAL PAYROLL (Estimated payroll)	3,500,000
2. RATE OF CONTRIBUTION AS A % OF PAYROLL (Derived from latest actuarial valuation) 1/1/23	4.50%
3. TOTAL CONTRIBUTION COST (Item 1 times Item 2)	157,500
4. TOTAL ADMINISTRATIVE EXPENSES	4,150
5. TOTAL FINANCIAL REQUIREMENT (+Item 3 +Item 4)	161,650
6. MINIMUM MUNICIPAL OBLIGATION	161,650

Signature of Chief Administrative Officer

Date Certified to Governing Body

FOR
ILLUSTRATIVE
PURPOSES

**FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL
OBLIGATION BUDGET FOR 2024**

NAME OF MUNICIPALITY:
COUNTY:

HAVERFORD TOWNSHIP
DELAWARE

	LIBRARY DEF. CONT.
1. TOTAL ANNUAL PAYROLL (Estimated payroll)	600,000
2. RATE OF CONTRIBUTION AS A % OF PAYROLL (Derived from latest actuarial valuation) 1/1/23	4.50%
3. TOTAL CONTRIBUTION COST (Item 1 times Item 2)	27,000
4. TOTAL ADMINISTRATIVE EXPENSES	650
5. TOTAL FINANCIAL REQUIREMENT (+Item 3 +Item 4)	27,650
6. MINIMUM MUNICIPAL OBLIGATION	27,650

Signature of Chief Administrative Officer

Date Certified to Governing Body

HAVERFORD TOWNSHIP MEMORANDUM

DATE: August 21, 2023

TO: David R. Burman, Township Manager

FROM: Brian Barrett – Director of Parks and Recreation

SUBJECT: Basketball Backstops

Attached is the quote for 4 Jayprop Basketball Backstops to replace the backstops at Grange and Preston Parks.

The total is \$14,271 which includes \$1615 shipping costs from General Recreation, Inc. The funding for this purchase will be with ARPA monies.

The purchase is made through COSTARS. The vendor's COSTARS # 122659

If there are any questions, I will be on hand for the Board of Commissioner work session September 5, 2023.

PRICE QUOTE
 DATE: 8/16/2023
 QUOTE # jaypro
 BY Larry McCullough
 CELL 610-331-6554
 PH 800-726-4793
 FX: 610-353-5161

GENERAL RECREATION, INC.
 PO BOX 440
 NEWTOWN SQUARE, PA 19073
larry@gen-rec.com



GENERAL RECREATION, INC.

CUST: HAVERFORD TOWNSHIP
 ATTN: Brian Barrett

TERMS:
 SHIPPED BY: CC
 F. O. B.: DEL
 SHIP DATE:
 PHONE: 610-446-9397
 EMAIL:

bbarrett@havtwp.org

Quantity	Model #	DESCRIPTION	Each	Total
BASKETBALL BACKSTOPS				
4		Jaypro Basketball Backstops SPA6-ALP-SG 5-9/16" dia straight post with 6" offset rectangular perforated aluminum backboard super goal and net	\$3,330.00	\$13,320.00
4		DISCOUNT	-\$166.00	-\$664.00
1		shipping	\$1,615.00	\$1,615.00
COSTAR-14 PA STATE CONTRACT				
ANY UNFORESEEN UNDERGROUND IMMOVABLE OBJECTS MAY REQUIRE AN ADDITIONAL FEE TO REMOVE				
THE PRICE INCLUDES SHIPPING COST			SUB:	\$14,271.00
NOT INCLUDE ARE UNLOADING , STORAGE AND INSTALLATION				
THE ABOVE EQUIPMENT CAN BE PURCHASED PA STATE CONTRACT & COSTARS -14 COSTARS VENDOR NUMBER 122659			Freight:	
Quote valid for 30 days			SUB:	\$14,271.00
To confirm order please sign below and fax to 610-353-5161			Sales Tax:	
Signature _____			Total:	\$14,271.00
GENERAL RECREATION, INC.				

HAVERFORD TOWNSHIP MEMORANDUM

DATE: August 30, 2023

TO: David R. Burman, Township Manager

FROM: Brian Barrett – Director of Parks and Recreation

SUBJECT: Supplemental planning services for PROS plan from HRG

Attached is a quote for supplemental planning services to our Park, Recreation, and Open Space Plan (PROS) from Herbert, Rowland & Grubic, Inc. (HRG). After reviewing HRG's draft PROS plan we decided we needed a more comprehensive asset inventory and a more implementable plan on how to improve our maintenance of our parks and playgrounds. The additional fee is \$25,048.15 and will be covered in total by the Delco Greenway Planning grant awarded to Haverford Township in September 2023.

If there are any questions, I will be on hand for the Board of Commissioner work session on September 5, 2023.



Herbert, Rowland & Grubic, Inc.
501 Allendale Road, Suite 203
King of Prussia, PA 19406
484.460.7050
www.hrg-inc.com

August 24, 2023

Haverford Township
1014 Darby Road
Haverford, PA 19083
Attn: Brian Barrett, Director of Parks and Recreation

Re: Parks, Recreation and Open Space Plan
Supplement #1

Dear Brian:

Herbert, Rowland & Grubic, Inc. (HRG) is pleased to submit the following SUPPLEMENT to the referenced AGREEMENT, executed on July 21, 2022, to provide supplemental planning services in response to Haverford Township (CLIENT) request dated July 31, 2023.

GENERAL PROJECT DESCRIPTION

1. Prepare and Facilitate an additional public meeting to affirm draft goals and objectives and potential connections. Summarize the findings and recommendations from the meeting.
2. Conduct two additional steering committee meetings to aid in plan preparation.
3. Conduct a comparison of maintenance staffing levels with municipalities of similar size to better understand current staffing structure and project future staffing needs.
4. Analyze other maintenance plans prepared by other communities to determine plan content for a proposed maintenance plan.
5. Analyze other tree preservation plans prepared by other communities to determine plan content for a proposed tree preservation plan.
6. Analyze other community park and open space sign regulations and compare them to Haverford's regulations and make recommendations for future implementation.
7. Utilizing Haverford Township's existing asset databased perform a replacement cost analysis and suggest timing for asset replacements based on remaining life expectancy.

SCOPE OF SUPPLEMENTAL SERVICES – REFER TO EXHIBIT 1

COMPENSATION

LUMP SUM

We propose to complete this supplemental work, identified in Exhibit 1, for a supplemental Lump Sum of:

Original Contract **\$74,951.85**

Supplement 1 Cost Breakdown

1. Additional Public Meeting	\$4,025.15
2. Two additional committee meetings	\$3,000.00
3. Staffing maintenance comparison	\$1,823.00
4. Maintenance Plan Structure	\$2,225.00
5. Tree Preservation Plan	\$3,200.00
6. Sign Regulations Analysis	\$4,325.00
7. Amenity Replacement Cost Analysis	\$6,450.00

Supplement # 1 Contract Total **\$ 25,048.15**

Revised Contract Value **\$100,000.00**

All Inclusive (Includes Labor, Expense, Sub Consultant Fees)

The work will be subject to the General Conditions of the original AGREEMENT. Our policy is to render invoices monthly based on the percentage of completion.

COMPLETION

CLIENT and HRG agree that the supplemental services will modify the time of completion upon receipt of your execution of this SUPPLEMENT as follows:

Original Contract	12 months*
Supplement #	2 months*
Revised Contract	14 months*

AUTHORIZATION

We have developed this SUPPLEMENT specifically with your project needs in mind. To execute this SUPPLEMENT and indicate your acceptance of these terms, and authorize the work to begin, please sign the CLIENT acceptance below and return a copy to our office.

This SUPPLEMENT and all attachments constitute an offer to amend the current contract with you. By having an authorized individual execute this SUPPLEMENT, you agree that you have read and understand this proposed SUPPLEMENT and all of its attached Exhibits and that you agree to all of the terms.

This SUPPLEMENT shall remain open and may be accepted by the CLIENT for thirty (30) days from the above date. Acceptance of the SUPPLEMENT after the end of the 30-day period shall be valid only if HRG

Haverford Township
Parks, Recreation and Open Space Plan - Supplement #1]
August 24, 2023

elects, in writing, to reaffirm the SUPPLEMENT and waive its right to reevaluate and resubmit the SUPPLEMENT.

If you have any questions concerning our SUPPLEMENT, including the attached Exhibits, please feel free to contact me to discuss them in greater detail. We appreciate the opportunity to provide you with professional services in this capacity and look forward to continuing to work with you on this project.

Sincerely,

Approved by:

Herbert, Rowland & Grubic, Inc.



Timothy J. Staub, AICP
Assistant Vice President

TJS
009472.0427

Accepted by:

CLIENT	TITLE	DATE
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Proprietary Notice

This SUPPLEMENT contains proprietary information regarding Herbert, Rowland & Grubic, Inc. and is a work product containing business sensitive materials. This SUPPLEMENT was prepared in response to your request for your specific project and no portion of this SUPPLEMENT may be shared with any other party.