

ORDINANCE NO. 2026-01

AN ORDINANCE OF RADNOR TOWNSHIP, DELAWARE COUNTY, PENNSYLVANIA, AMENDING ITS CODE OF ORDINANCES, CHAPTER 5, ARTICLE V, DEPARTMENTAL ORGANIZATION BY CONSOLIDATING THE ENGINEERING AND COMMUNITY DEVELOPMENT DEPARTMENTS; REVISING THE RESPONSIBILITIES OF THE FINANCE, POLICE, PUBLIC WORKS AND PARKS AND RECREATION DEPARTMENTS; CONSOLIDATING THE INFORMATION TECHNOLOGY DEPARTMENT UNDER THE FINANCE DEPARTMENT; AND ESTABLISHING A FIRE AND RESCUE DEPARTMENT

Section 1. Chapter 5, Article V. Departmental Organization is hereby revised to read as follows:

Article V
Departmental Organization

§ 5-22 General provisions.

A. Administrative departments of the Township. The administrative departments of the Township shall be under the direction of the Manager and shall be comprised of the following departments:

- (1) Engineering and Community Development Department.
- (2) Finance Department.
- (3) Police Department.
- (4) Public Works Department.
- (5) Recreation Department.
- (6) Information Technology Department.
- (7) Fire and Rescue Department.

B. Department heads; general provisions.

- (1) Department heads shall be appointed, suspended or removed by the Manager subject to approval by the Board, as provided in § 5.03 of the Charter. The Manager shall supervise the work of all department heads. Department heads shall be chosen solely on the basis of executive, administrative and technical qualifications which are pertinent to the function, duties and operations of their respective departments and as are prescribed by the Charter and by law.

- (2) All department heads, except those for the Police Department and the Fire and Rescue Department shall carry the title of Director. The Police Chief or the Superintendent of Police shall be the head of the Police Department. The Fire/ EMS Chief will be the head of the Fire and Rescue Department. The Superintendent of Police and the Fire/ EMS Chief shall be non-civil-service positions appointed pursuant to § 5.03 of the Home Rule Charter.
- (3) All department heads have the duty and responsibility to direct and carry out the assigned functions and operations of their respective departments in accordance with provisions of law, the Charter, all applicable ordinances, this chapter and administrative regulations and within budget allocations. Subject to prior approval by the Manager and unless otherwise provided by ordinances, department heads shall appoint, suspend or remove subordinate employees in their respective departments. Department heads shall assign duties and responsibilities to subordinate employees in their respective departments and modify these duties and responsibilities, as necessary. Department heads shall keep the Manager informed with regard to the operations of their respective departments and shall provide the Manager, the Board and committees of the Board with such information, reports and recommendations as may be required and requested.
- (4) All department heads shall attend meetings of such boards, commissions and committees as required or as requested.

§ 5-23 Engineering and Community Development Department.

- A. Function. The Engineering and Community Development Department shall be responsible for: (1) the protection of persons and property in the Township through administration and enforcement of regulatory ordinances of the Township. (2) providing professional engineering advice and consultation, reviewing all engineering, design work and construction plans of development and public works, and for the construction, operation and maintenance of the Township sanitary sewer system and stormwater management system. (3) providing economic development expertise in all matters of development and economic sustainability. (4) oversee and maintain the Geographic Information System (“GIS”) function.
- B. Engineering and Community Development duties and responsibilities shall be as follows:
 - (1) To perform the work of the Plumbing Inspector and Building Inspector in order to ensure proper administration and enforcement of Chapter 98, Air Pollution; Chapter 125, Building Construction; Chapter 156, Electrical Standards; Chapter 166, Fire Prevention; and Chapter 218, Plumbing, of the Township and to ensure compliance with applicable provisions of the Charter and of law.
 - (2) To carry out the functions of the Township Building Official, Housing Officer and the Chief of Planning and Zoning in order to ensure proper administration and enforcement of Chapter 125, Building Construction; Chapter 156, Electrical Standards; Chapter 166, Fire Code; Chapter 222, Property Maintenance; and Chapter 280, Zoning, and to ensure compliance with orders of the Zoning Hearing Board and applicable provisions of the Charter and of law.
 - (3) To review all construction plans and subdivision plans and conduct inspections of construction and subdivisions to ensure compliance with Township codes. The Director shall

serve with the Township Engineer, the Director of Public Works, the Superintendent of Police, and the Fire/EMS Chief as a member of the Subdivision Advisory Committee.

- (4) To issue permits and licenses as required by ordinance, regulation or law and maintain records of the same.
- (5) To maintain all real property registration and inspection records.
- (6) To evaluate the soundness of Chapter 98, Air Pollution; Chapter 125, Building Construction; Chapter 156, Electrical Standards; Chapter 166, Fire Code ; Chapter 218, Plumbing; Chapter 222, Property Maintenance; and Chapter 280, Zoning, and make recommendations for changes in these chapters.
- (7) To prepare and file such reports and maintain such records as may be required by law.
- (8) To provide the Board, the Board of Health and the Zoning Hearing Board and Planning Commission with such reports as may be required or requested and, when appropriate, refer questions, complaints and appeals to these bodies.

C. Engineering and Community Development duties and responsibilities shall be as follows:

- (1) To oversee operation and maintenance of the sanitary sewer collection system of the Township.
- (2) To prepare and recommend assessments for the extension of the Township sanitary sewer system.
- (3) To provide engineering design work and construction plans for storm sewer and sanitary sewer system maintenance and construction.
- (4) To administer the processing and review of subdivision applications. The Director of the Engineering and Community Development Department, the Director of the Public Works Department, the Township Zoning Officer, the Superintendent of Police, and the Fire/ EMS Chief shall serve on the Subdivision Advisory Committee, the Township Engineer to act as Chair.
- (5) To provide engineering consultation and advice to the Public Works Department and to other departments as required in the areas of street construction, drainage, storm sewers and floodplain maintenance.
- (6) To review and approve all plans and specifications for Township construction projects and to make recommendations for the acceptance of such bids.
- (7) To negotiate rights-of-way, easements and other related land acquisitions required for construction projects.
- (8) To maintain and recommend changes in the Comprehensive Sewer Plan.

- (9) To represent the Township in its relations with other governmental jurisdictions, public utilities, contractors, consulting engineers and the general public with regard to projects in which the Township has an interest, at the request of the Board or the Manager.
- (10) To maintain records of plot plans in the Township.

§ 5-25 Finance Department.

- A. Function. The Finance Department shall be responsible for the collection, expenditure, accounting, investment and management of Township funds and assets, management of information technology, and human resource administration, except to the extent that such activities are expressly charged by law, the Charter, ordinance or this chapter to any other department or official of the Township government.
- B. Duties and responsibilities. Department duties and responsibilities shall be as follows:
 - (1) To collect the Township local services tax, business privilege tax, mercantile tax, amusement tax, business device tax, sewer rents, special assessments and other user fees and charges according to the procedures specified by ordinance and to maintain records of these collections.
 - (2) To maintain a uniform accounting system in accordance with generally accepted principles of accounting and in accordance with the requirements of law, the Charter and ordinance.
 - (3) To invest and manage Township funds.
 - (4) To administer the uniform Township purchasing procedures as provided in Article V of this chapter.
 - (5) To conduct internal reviews, in accordance with generally accepted principles of auditing, of the fiscal transactions of Township departments and the Treasurer's office, pursuant to § 4.05A of the Charter.
 - (6) To prepare and submit to the Board and Manager financial reports as required by the Charter and by ordinance and as otherwise requested.
 - (7) To prepare and maintain an inventory of capital assets of the Township.
 - (8) To assist the Manager and department heads in the preparation of the proposed Township budget and in the presentation of the proposed budget to the Board.
 - (9) To supervise the encumbrance and expenditure of Township funds.
 - (10) To supervise Human Resource administration of the Township, including payroll, benefits, and the maintenance of Township payroll records for active and retired personnel.
 - (11) To maintain records of Township bonded indebtedness.
 - (12) To serve as the Right to Know Officer under the Right to Know Act when appointed by the

Board of Commissioners.

- (13) Oversee the Township's computer, website, cable government access channel, telecommunications, and other information systems and technology-related operations, including:
 - (a) To develop and maintain the Township's computerized hardware, software, and telecommunications systems.
 - (b) To serve as administrator of Township computer networks.
 - (c) To develop and maintain the Township website and cable government access channels.
 - (d) To maintain the integrity of data flowing through Township information systems.
 - (e) To train Township employees and members of boards and commissions in the operations and applications of computer systems.
 - (f) To develop, in consultation with various stakeholders, a long-range information technology plan for the Township organization and the community as a whole.
 - (g) To provide an annual report to the Board of Commissioners on the Department's accomplishments and on the evolving technological needs and capabilities of the Township and its residents.

§ 5-26 Police Department.

A. Function. The Police Department shall be responsible for maintaining public order, enforcing laws and ordinances, taking lawful and appropriate measures to prevent crime and for the protection of persons and property against crime in the Township.

B. Duties and responsibilities. Department duties and responsibilities shall be as follows:

- (1) To prevent crimes against persons and property.
- (2) To enforce all criminal laws and ordinances.
- (3) To detect and apprehend offenders and suspected persons.
- (4) To maintain records and files of crimes and criminals.
- (5) To operate facilities for the safekeeping of prisoners.
- (6) To promote public safety.
- (7) To enforce laws pertaining to dogs and other animals.
- (8) To develop and conduct community relations and education programs pertaining to public safety.
- (9) To operate and maintain the police radio communication systems and to maintain records and

logs related to radio and emergency communications as are required by law.

- (10) To recommend the replacement, addition or upgrading of Department equipment.
 - (11) To regulate traffic flow and to enforce public parking regulations in the Township.
 - (12) The Superintendent shall serve with the Township Engineer, the Community Development Director, and the Director of Public Works as a member of the Subdivision Advisory Committee.
- C. General powers of police officers. Police officers employed by the Township shall have the power and prerogatives conferred on police officers by law. Police shall have the authority to serve and execute all criminal processes which may be issued for the violation of municipal ordinances. No member of the Police Department shall charge or accept any fee nor accept any form of compensation for the performance of police duties except that paid by the Township.
- D. Department organization.
- (1) The Board shall fix the number of police officers and organization of the police force.
 - (2) Employees of the Police Department who are not police officers shall be under the direct or general supervision of the Police Chief but shall come under the personnel regulations for nonpolice employees and shall not be eligible to join the Police Pension Fund for Township police.
 - (3) The Board shall fix the number of special police who shall be under the supervision of the Police Chief but shall not come within the civil service regulations for regular police officer nor be eligible to join the Police Pension Fund for Township police.
 - (4) The Superintendent of Police may appoint a Deputy Superintendent pursuant to § 5-22B (3) of this chapter. This will be a non-civil-service position. [Added 9-9-1991 by Ord. No. 91-38]

§ 5-26.1 Fire and Rescue Department.

- A. Function. The Fire and Rescue Department shall be responsible for coordinating and overseeing the delivery of fire and emergency medical services in the Township, including overseeing the operations of all volunteer fire departments operating within Radnor Township and to which the Township provides funding.
- B. Duties and responsibilities. Department duties and responsibilities shall be as follows:
- (1) To provide operational oversight to all township employees of the Fire and Rescue Department, and volunteer fire companies operating within the Township.
 - (2) To make recommendations to the Board of Commissioners regarding funding for fire and emergency medical services, including funding of volunteer fire companies.

- (3) To provide support and training to volunteer company personnel and volunteers.
- (4) To develop in consultation with representatives of the volunteer fire companies and their membership, a long-range plan for fire service operations, and fire service funding.
- (5) To oversee the requirements of Chapter 164 Fire Control Management in coordination with the volunteer fire companies and to make recommendations regarding existing Radnor Township fire districts and mutual aid within the Township.
- (6) To oversee the Fire Investigator established by Chapter 46 of the Code and make recommendations regarding the powers, responsibilities, and duties of the Fire Investigator.

C. Department Organization.

- (1) The Fire and Rescue Department shall be under the management of the Radnor Township Fire/ EMS Chief, which shall be a non-civil service position.
- (2) The Fire/EMS Chief shall have final authority on all fire and emergency medical decisions impacting Radnor Township and its citizens subject to any required approval by the Board of Commissioners.
- (3) Employees of the Fire and Rescue Department shall be under the supervision of the Fire/ EMS Chief.

§ 5-27 Public Works Department.

- A. Function. The Public Works Department shall be responsible for the construction, operation and maintenance of those physical structures, facilities and equipment that are owned and maintained by the Township to house governmental functions and to provide solid waste disposal, drainage, transportation and similar operations and services.
- B. Duties and responsibilities. Department duties and responsibilities shall be as follows:
 - (1) To construct and maintain the streets, bridges, curbs and gutters of the Township, including street cleaning, snow removal and ice control, in accordance with applicable plans.
 - (2) To construct and maintain stormwater and flood-control structures, facilities and appurtenances in accordance with applicable plans.
 - (3) To install and maintain traffic control devices and directional signs and signals, street name signs and parking meters.
 - (4) To provide for the collection and disposal of solid wastes.
 - (5) To construct, maintain and provide for custodial services for all Township buildings except those under the jurisdiction of the Recreation Department.
 - (6) To repair and maintain all Township vehicles.

- (7) The Director shall serve as a member of the Subdivision Advisory Committee.
- (8) To review plans and specifications for Township equipment, construction and repair projects and to recommend acceptance of bids.
- (9) To issue permits for street openings, utility construction and street construction by developers and to enforce Township regulations pertaining thereto as provided by ordinance.
- (10) To plan, develop and administer, in cooperation with other appropriate departments and governmental jurisdictions, expansion and modification of facilities for which the Department is responsible.
- (11) In coordination with the Township Arborist, manage the planting and removal of trees and plants on Township property and rights-of-way.

§ 5-28 Parks and Recreation Department.

- A. Function. The Parks and Recreation Department shall be responsible for the development and operation of the recreation facilities of the Township and for the development, administration and supervision of recreation programs for all age and interest groups in the Township.
- B. Duties and responsibilities. Department duties and responsibilities shall be as follows:
 - (1) To plan, design, and develop Township parks and other recreation facilities in coordination with the Engineering and Community Development Department and Public Works Department.
 - (2) To coordinate and plan with the Radnor Township School District and other agencies and institutions for utilization of their facilities for recreational purposes.
 - (3) To organize, plan and supervise or, in cooperation with volunteer groups to organize, plan and supervise recreational, cultural and leisure-time programs for all residents of the Township.
 - (4) To recruit, train, advise and supervise the work of recreation supervisors, instructors, part-time seasonal workers, contractual vendors and volunteer helpers.
 - (6) To issue permits and enforce regulations pertaining to the use of Township recreation facilities.
 - (7) To recommend joint recreation programs with other governmental jurisdictions and agencies and to recommend sources of support for special recreation programs.


Section 2. Repealer. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed. Section 5-25.1 Information Technology Department is specifically repealed.

Section 3. Severability. If any section, paragraph, sub-section, or provision of this Ordinance shall be declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of this Ordinance as a whole or any part thereof other than that portion specifically declared invalid.

Section 4. Effective Date. This Ordinance shall become effective in accordance with the Radnor Township Home Rule Charter.

ENACTED AND ORDAINED this 13 day of April, 2026

RADNOR TOWNSHIP

By: 
Name:
Title: President

ATTEST: 
Secretary