

**RADNOR TOWNSHIP, DELAWARE COUNTY, PA
RESOLUTION NO. 2016-02**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE
TOWNSHIP OF RADNOR, DELAWARE COUNTY, PENNSYLVANIA,
AMENDING THE EMPLOYMENT AGREEMENT OF THE TOWNSHIP
MANAGER.**

WHEREAS, the Board of Commissioners approved Resolution No. 2010-12 appointing Robert Zienkowski to the office of Township Manager pursuant to an Employment Agreement effective May 1, 2010; and

WHEREAS, the Board of Commissioners amended the existing May 1, 2012 Employment Agreement of the Township Manager pursuant to Resolutions No. 2012-80 and 2013-130; and

WHEREAS, the Township Manager has never had an increase in compensation; and

WHEREAS, the Township Manager recommended and accepted a \$6,000 annual salary decrease to \$176,000 (Annual Salary) effective January 1, 2015; and

WHEREAS, the Township Manager accumulated \$14,601.70 worth of unused vacation and personal time for 2015; and

WHEREAS, the Board of Commissioners and Township Manager desire to further amend the May 1, 2010 Employment Agreement to address these matters.

NOW, THEREFORE, be it hereby *RESOLVED*, that the Board of Commissioners does hereby revise the May 1, 2010 Township Manager Employment Agreement, as amended, and authorize the Township Solicitor to prepare the required contract addendum, including the following revisions:

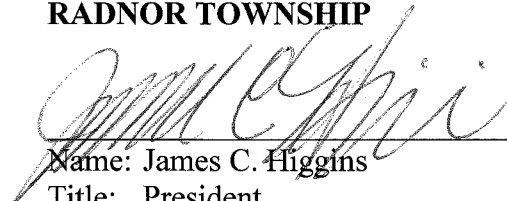
1. Revising Article IV - Compensation, Benefits, Section D. by lowering the number of annual vacation days to seventeen (17) starting for the 2016 calendar year.

2. Revising Article IV - Compensation, Benefits by adding a new Section, "H", which shall read as follows: "In consideration of Manager's unused vacation and personal time for 2015, Township shall make a one-time payment of \$4,500.00 to Manager on or before January 31, 2016."

3. Revising Article IV - Compensation, Benefits, Section A. to provide a 2% salary increase to Manager's Annual Salary for calendar year 2016, effective January 1, 2016.

SO RESOLVED, this 7th day of January, 2016.

RADNOR TOWNSHIP

By: 
Name: James C. Higgins
Title: President

ATTEST: 
William A. White, Assistant Secretary

As of December 31, 2015, the Township Manager will have 151 hours remaining of unused Vacation & Personal time hours that have been provided under his current contract.

The Township Manager has asked the Board of Commissioners to consider rolling over 121 hours of Vacation time to be used during the first quarter of 2016. In consideration of rolling over this time, the Township Manager proposes to voluntarily lose the 30 hours Personal time in this process.

In lieu of rolling over the 121 hours of Vacation benefit time into the first quarter of 2016, the Township Manager is also respectfully asking the Board of Commissioners to consider a one-time buyback of the unused time at a reduced hourly rate. The current value of the unused time is as follows:

Vacation hours	121
Personal hours	30
Total hours	151
x hourly rate of	\$96.70
Value of unused time	<u>\$14,601.70</u>

The buyback proposal would be for *vacation time only and at 38.45%* of the current hourly rate which calculates as follows:

Vacation hours	121
x hourly rate at 38.45%	<u>\$37.19</u>
Manager's proposed Amount	<u>\$4,500.00</u>

Additional Reference Information

The Township Manager has not received a salary increase since being appointed on May 10, 2010. However, in January of 2015, the Township Manager voluntarily took a \$6,000 salary reduction.

In addition the Manager's contributions to healthcare premiums have exceeded the contributions of the FOP, RATE and non-union staff. Contributions are depicted as follows:

Years	2015	2014	2013	2012	2011	2010
FOP – pre 2013	-0-	-0-	-0-	-0-	-0-	-0-
FOP – post 2013	7%	7%	7%	n/a	n/a	n/a
RATE – pre 2014	7%	7%	7%	7%	7%	7%
RATE – post 2014	10%	10%	n/a	n/a	n/a	n/a
Non-Union	7%	7%	7%	7%	7%	7%
Township Manager	13%	12%	11%	10%	7%	7%

The Township Manager's sick time utilization over the past six years is as follows:

Years	2015	2014	2013	2012	2011	2010
Sick Hours Used	-0-	-0-	7	42	-0-	-0-

In accordance with the Township's Flex-Time Policy, the Township Manager has accumulated 224 hours in 2015. The Township Manager has not utilized any of these hours.

In 2013 as part of a campaign by the Police Department to give time to an Officer during recovery from a non-work related heart attack, fellow officers and other Township staff donated sick time for the benefit of the Officer. The Township Manager was happy to donate 36 hours of sick time to the Officer in 2013.

Reduction in Vacation Time

By reducing the Manager's vacation time from 22 days to 17 days, the value of those 5 days is calculated as follows based on his 2015 rate:

Vacation hours	35
x hourly rate of	<u>\$96.70</u>
Value of unused time	<u>\$3,384.50</u>

Base Increase – 2%

The increase of 2% in the Manager's base rate for 2016 equates to the following:

Base annual salary 2015	\$176,000.00
Increase – 2%	\$ 3,520.00

The 2% salary increase measured against the value of the reduction in vacation time results in a net increase in the Manager's compensation of \$135.50 or 0.077% annually.

