



## **AGENDA**

### **BOARD OF COMMISSIONERS' MEETING**

**Wednesday, September 18, 2013**

**Curtis Hall**

**7:30 p.m.**

1. Pledge of Allegiance.
2. Roll Call.
3. Approval of the Board of Commissioners' Regular Meeting Minutes dated August 21, 2013.
4. Acceptance of the Executive Summary Financial Report of the Manager/Secretary for the month of August, 2013.
5. Acceptance of the Accounts Paid Report for the month of August, 2013.
6. Presentation of Resolutions to the following individuals for their efforts in promoting the historical significance of Camp William Penn (1863-1865) and Cheltenham Township:  

William F. Chambres  
James Paradis, Ph.D.  
Donald "Ogbewii" Scott
7. Presentation of a plaque by representatives of the Delaware Valley Regional Planning Commission in recognition of the Township's participation in the Classic Towns Program.
8. Review and acceptance of the Public Works Committee Regular Meeting Minutes dated September 11, 2013:
  - a. Concurrence with a Montgomery County Consortium Contract for the 2013-2014 Rock Salt Bid.
  - b. Approval of a 2013-2014 Snow and Ice Reimbursement Agreement with Montgomery County for Easton Road.
  - c. Approval of a Change Order to a Professional Services Contract for the Municipal Sewer Rate Study to undertake a Tapping Fee Analysis.
  - d. Approval of a Change Order to a Professional Services Contract for the preparation of the Act 537 Sewage Facilities Plan.
9. Review and acceptance of the Public Safety Committee Regular Meeting Minutes dated September 3, 2013.
  - a. Adoption of an Ordinance amending Chapter 285 of the Township Code entitled "Vehicles and Traffic".

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10. Review and acceptance of the Public Affairs Committee Regular Meeting Minutes dated September 3, 2013.
11. Review and acceptance of the Building and Zoning Committee Regular Meeting Minutes dated September 3, 2013.
12. Review and acceptance of the Sinking Fund Commission Regular Meeting Minutes dated August 28, 2013.
13. Review and acceptance of the Parks and Recreation Committee Regular Meeting Minutes dated September 11, 2013.
14. New Business.
  - a. Consider appointment(s) to Citizens’ Committees.
15. Old Business.
  - a. Adoption of an Ordinance amending Chapter 5 of the Township Code entitled “Administration of Government” separating the duties of Zoning Officer and Township Engineer (see attached).
16. Citizens’ Forum.
17. Adjournment.



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Bryan T. Haver  
Township Manager

**CHELTENHAM TOWNSHIP  
ORDINANCE NO. \_\_\_\_\_-13**

**AN ORDINANCE AMENDMENT TO THE CODE OF THE TOWNSHIP  
OF CHELTENHAM, COUNTY OF MONTGOMERY, COMMONWEALTH OF  
PENNSYLVANIA, TO AMEND CHAPTER 5 THEREOF, ENTITLED  
“ADMINISTRATION OF GOVERNMENT”, SECTION 26, ENTITLED  
“DEPARTMENT OF ENGINEERING, ZONING AND INSPECTIONS” IN  
ORDER TO ESTABLISH A SEPARATE DEPARTMENT OF ENGINEERING  
AND TO OTHERWISE SEPARATE THE DUTIES OF ZONING OFFICER  
FROM THOSE OF TOWNSHIP ENGINEER.**

**WHEREAS**, the Cheltenham Township Board of Commissioners is empowered to establish regulations to provide for the administration of government within the Township; and

**WHEREAS**, the Board of Commissioners is desirous of separating the offices of Township Zoning Officer and Township Engineer in order to permit the duties of those respective positions to be carried out more proactively and to have two individuals carry out the duties of those respective positions.

Now, therefore, it is hereby ordained and enacted that the Township Code is amended in court as follows:

**SECTION I.**

Section 5-26 of the Township Code is hereby deleted in its entirety and replaced with a new Section 5-26, entitled “Department of Zoning and Inspections,” as follows:

**Section 5-26. Department of Zoning and Inspections.**

**A. Function.** The Department of Zoning and Inspections shall be responsible for the protection of persons and property throughout the Township through the general administration and enforcement of zoning, building and related structure and land use codes.

**B. Department Head.** The Department of Zoning and Inspections shall be headed by a Director, who shall also be the Zoning Officer of the Township and shall be responsible to the Township Manager for the performance of the functions of the Department. The Director and those duly authorized to act as agents shall have the powers of the Township police officers in reference to the authority to issue citations for the violation of those laws and ordinances within the scope of their employment to enforce. The Director and those acting as his or her agents shall have the authority to enter upon any premises for any lawful purpose arising in connection with or in the performance of their duties.

**C. Duties.** The duties of the Director shall be to:

- (1) Enforce and administer zoning, building, electrical, plumbing, heating, demolition and such other related structural and zoning codes as may be enacted by law or ordinance and enforce the subdivision and land development ordinances.
- (2) Issue such licenses and permits as may be required by law or ordinance.
- (3) Carry out those inspections of premises and facilities in the Township as necessary in fulfillment of the above Sections 5-26.C. (1) and (2).
- (4) Render assistance and staff for the Zoning Hearing Board and enforce the orders of the Zoning Hearing Board.
- (5) Serve as a member of the Board(s) of Historical Architectural Review and the Electrical Examining Board.
- (6) Maintain registration of real estate within the Township.
- (7) Render assistance to the Township Manager and to the Board of Commissioners

**SECTION II.**

A new Section 5-28 entitled "Department of Engineering" is hereby enacted as follows:

**Section 5-28. Department of Engineering**

**A. Function.** The Department of Engineering shall be responsible for the protection of persons and property throughout the Township through the general administration and enforcement of the Township Subdivision and Land Development Ordinances, shall be responsible for the design and construction of Township engineering projects and shall provide such advice to the Township Manager and the Board of Commissioners as may be requested.

**B. Department Head.** The Department shall be headed by a Director, who shall be a registered professional engineer in the Commonwealth of Pennsylvania. The Director shall serve as Township Engineer and shall be responsible to the Township Manager for the performance of the functions of the Department.

**C. Duties.** The duties of the Director shall be to:

- (1) Issue reports regarding proposed development and subdivision and land development ordinances.

(2) Issue reports regarding existing development and subdivision and land development ordinances.

(3) Be responsible for the planning, development, expansion, modification, design and administration, and cooperation with other appropriate departments and agencies, of Township facilities.

(4) Carry out those inspections of premises and facilities in the Township as necessary in fulfillment of the above Sections 5-28.C. (1), (2) and (3).

(5) Render assistance to the Township Manager and the Board of Commissioners.

**SECTION III.** Nothing in this Ordinance or in the Code of the Township of Cheltenham shall be construed to affect any suit or proceedings in any Court, any rights acquired or liability incurred, any permit issued or any cause or causes of action existing under the said Code prior to the adoption of this amendment.

**SECTION IV.** This Ordinance shall supersede other requirements of the Code of the Township of Cheltenham with which it may be in conflict

**SECTION V.** In all other respects the Code of the Township of Cheltenham is hereby approved and accepted, as amended, and shall continue in full force and effect.

**SECTION VI.** This Ordinance shall take effect and be in full force from and after its approval and publication, as required by law.

**SECTION VII.** All Ordinances or parts of ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

**ORDAINED AND ENACTED** by the Board of Commissioners of Cheltenham

Township, Montgomery County, Pennsylvania, this 18<sup>th</sup> day of September, 2013.

BOARD OF COMMISSIONERS  
TOWNSHIP OF CHELTENHAM

BY: \_\_\_\_\_  
Art Haywood, President

ATTEST: \_\_\_\_\_  
Bryan T. Havir, Township Manager  
and Secretary