

The regular meeting of the **BOARD OF COMMISSIONERS** for September 2020 was held this evening via web-conference, President Daniel B. Norris presiding. Members present were Commissioners Holland, Rappoport, Areman, Pransky, Brockington and Zygmund-Felt.

Staff present via web-conference were Robert Zienkowski, Township Manager; Alyson Elliott, Assistant Township Manager; Charlyn Battle, Director of Human Resources; John Frye, Chief of Police; Michael Fleming, Public Works Coordinator; Brian Hinson, Director of Parks and Recreation; Scott Lynch, Fire Marshal; Christopher Clewell, Public Works Superintendent; and Henry Sekawungu, Director of Planning and Zoning;. Also present via web-conference was Joseph Bagley, Esq., Township Solicitor.

Mr. Bagley announced that the Board met in an Executive Session prior to this evening's meeting to discuss personnel matters, sale of real estate, negotiation of Collective Bargaining Agreement and matters which if discussed in public would violate a lawful privilege.

1. The meeting was commenced by Mr. Norris at 7:38 pm.
2. Mr. Zygmund-Felt led the Pledge of Allegiance.
3. Each member having received a copy of the Commissioners' Regular Meeting Minutes dated August 19, 2020 and the Minutes of the Special Meeting of the Board of Commissioners dated September 2, 2020, upon motion of Mr. Pransky, the minutes were unanimously approved by the Board of Commissioners.
4. Each member having received a copy of the Executive Summary Financial Report of the Manager/Secretary for the month of August 2020, upon motion of Mr. Zygmund-Felt, the report was unanimously approved by the Board of Commissioners.
5. Each member having received a copy of the Accounts Paid Report for the month of July 2020, upon motion of Mr. Brockington, the report was unanimously approved by the Board of Commissioners.
6. Consider approval of the recommendations of the Public Works Committee and acceptance of its Regular Meeting Minutes dated September 2, 2020:
 - a. Upon motion of Mr. Zygmund-Felt, the Board of Commissioners unanimously approved the 2020-2021 Abington Deer Management Program, as presented, including the parcel of open space now owned by the Township that borders Ashbourne Meadows on two sides of their property (34.08 acres).
 - b. Upon motion of Mr. Zygmund-Felt, the Board of Commissioners unanimously approved to table the discussion on entering into a 9-Year Master Casting Agreement with PennDOT for the period between October 1, 2020 and September 30, 2029, with price adjustments in 2023 and 2026.
 - c. Upon motion of Mr. Zygmund-Felt, the Board of Commissioners unanimously approved **Resolution No. 26-20** requesting a six-month extension for the Recycling Contract with J.P. Mascaro through the Montgomery County Consortium (see attached).
 - d. Upon motion of Mr. Zygmund-Felt, the Board of Commissioners unanimously approved **tabling** the adoption of a Resolution granting conditional approval for CTDA #20-03, Land Development/Lot Consolidation for 315 and 319 West Glenside Avenue, Glenside, PA 19038 to consolidate 315 & 319 West Glenside Avenue into one (1) lot, demolish an existing single-family detached dwelling at 315 West Glenside Avenue and construction of a parking area and stormwater management on the property until the October 21, 2020 Board of Commissioners meeting.

Carrie Nase, counsel for the applicant KD2 Architects, LLC, reviewed the plan and said there was some question with regard to the location of the ADA parking space, which they looked at and took into consideration the comments received from the Public Works Committee. The Zoning Hearing Board decision was conditioned upon the plan being

developed in strict conformance with that plan that was presented to the Zoning Hearing Board, which laid out the parking space in the location shown on the preliminary final plans presented tonight. There were also comments about the size of the stormwater conveyance pipe and the size of the buffer, for which the applicant is requesting a waiver. They believe that they are providing the amount of landscaping that would otherwise be required; it's just the width of the buffer area that is being reduced.

Mr. Bagley mentioned that one of the conditions outlined in the approval resolution is a modification to the layout of the passenger unloading space for the ADA parking space to be located on the site at the direction of the Township Engineer, without violating the zoning decision. Secondly it includes language about the stormwater conveyance pipes being sized to utilize the maximum storage volume in the proposed seepage basin, to reduce the stormwater runoff from the property in conformance with the SALDO. Mr. Bagley read an email from the Township Engineer stating that he checked the ADA specs and it states that the hatched portion of the ADA parking space should be to the right of the parking area, as most handicap access is to the right of the vehicle. Ms. Nase mentioned that they took a look at possibly putting the striping on the right side, but it creates challenges with regard to access into the building, as well as the grading. Mr. Bagley asked if they want to consider continuing this to October so that the Developer's Engineer and the Township Engineer can work out these issues and clean up the Resolution for October. Mr. Bagley asked that if the applicant agrees to an extension if the approval deadline is nearing. The applicant agreed to this request.

- e. Upon motion of Mr. Zygmund-Felt, the Board of Commissioner with a 6-1 vote approved the adoption of a **Resolution No. 27-20** authorizing Township staff to execute and submit an "Application for Traffic Signal Approval" (PennDOT Form TE-160) to facilitate improvements at the intersection of Easton Road and Waverly Road for the Wawa Land Development (Ayes: Norris, Brockington, Holland, Zygmund-Felt, Areman, Pransky; Nays: Rappoport) (see attached).

Mr. Norris reiterated that these items were discussed in great detail at the September 2, 2020 Public Works Committee meeting.

Mr. Areman stated that he does not object to this Resolution. He also asked that the minutes be amended to reflect that under item 5, New Business, he also thanked Mr. Sekawungu for participating in the Montgomery County Planning Commission's Montco Pikes Project meeting.

Upon motion of Mr. Zygmund-Felt, the Board of Commissioners unanimously accepted the Public Works Committee Meeting Minutes of September 2, 2020, *contingent upon making the requested change under item 5, New Business.*

7. Consider approval of the recommendations of the Building and Zoning Committee and acceptance of its Regular Meeting Minutes dated September 2, 2020.

- a. Upon motion of Mr. Pransky, the Board of Commissioner unanimously authorized advertisement of a public hearing to be held during the regularly-scheduled meeting of the Board of Commissioners on November 18, 2020, to consider any and all public comment and consider adoption of an Ordinance amending Chapter 260, entitled, Subdivision and Land Development, to allow for new definitions of Arborist, Mature and Street Trees, and Revisions to the Preserve and Replacement of Trees.

Upon motion of Mr. Pransky, the Board of Commissioners unanimously accepted the Building and Zoning Regular Meeting Minutes of September 2, 2020.

8. Consider approval of the recommendations of the Public Safety Committee and acceptance of its Regular Meeting Minutes dated September 9, 2020.

- a. Upon motion of Mr. Brockington, the Board of Commissioners with a 0-7 vote, voted not to adopt an Ordinance amending Chapter 285, Vehicles and Traffic, Section 285-43, Street and Parking Regulations, of the Cheltenham Township Code to extend the truck prohibition on Cheltenham Hills Drive from Heacock Lane to Old York Road to Church Road to Old York Road (Nays; Brockington, Holland, Norris, Pransky, Rappoport, Areman, Zygmund-Felt).

The Commissioners took a few minutes to express their reasons for not allowing the Ordinance to be passed:

Mr. Pransky expressed concerns about taking traffic that has been disturbing one residential street and running it down another one. Mr. Pransky is against this Ordinance, but is in favor of establishing a group to look at the overall problem with the truck traffic and ensuring that it stays on arterial roads like Washington Lane or Old York Road, and not on residential streets.

Ms. Rappoport suggested the Police Department come back to the Board with a proposal to effectively place weight and or axle limitations on narrow Township streets. Mr. Brockington suggested bringing this to the Traffic Calming Committee. Ms. Rappoport thinks this would delay a resolution, which is a Township-wide issue and takes the time and energy away from the volunteers, who are there to negotiate and deal with traffic issues in neighborhoods.

Mr. Norris concurred with Mr. Pransky and Ms. Rappoport's comments and stated that this Ordinance should not be adopted.

Mr. Areman recognized that this issue stems from a concern raised by a few citizens and wants to commend staff for being responsive when they were handed a concern/issue and they did what they thought would be a reasonable solution. However, it misses the mark a little bit, but that is not a testament to the hard work that was put into it and the responsiveness of staff. Mr. Areman thanked Chief Frye and his staff and others involved in addressing this issue. He also agrees with Ms. Rappoport's suggestion that this issue be addressed holistically. Mr. Areman also pointed out on the agenda, it uses the term "extend the truck prohibition", but in this particular case, it's a "reduction". We need to be careful in how we present this going forward. Mr. Areman opposes this proposed Ordinance.

Mr. Holland stated the Township should focus not just on the rules, regulations and restrictions, but the enforcement of those rules, regulations and restrictions.

- b. Upon motion of Mr. Brockington, the Board of Commissioners unanimously approved tabling the approval of Policy Directive No. 79 regarding Body-Worn Cameras on Cheltenham Township Police Officers, conditioned upon review by the Township Solicitor, Labor Attorney and Cheltenham Township Police Association Attorney.

Mr. Areman clarified that the minutes under Old Business reflect that the construction occurring at Limekiln Pike and Mount Carmel Avenue is single-lane traffic and it is going in both directions over that bridge. They are utilizing the shoulder and driving lane for traffic in both directions.

Upon motion of Mr. Brockington, the Board of Commissioners unanimously accepted the Public Safety Regular Meeting Minutes dated September 9, 2020.

9. Consider approval of the recommendations of the Public Affairs Committee and acceptance of its Regular Meeting Minutes dated September 9, 2020.

- a. Upon motion of Ms. Rappoport, the Board of Commissioners unanimously authorized the presentation of a Resolution to Dorothy (Dot) Sutton honoring her upon the occasion of her retirement after more than 32 years of dedicated service to the Cheltenham Township Library System at a future Board of Commissioners meeting.
- b. Upon motion of Ms. Rappoport, the Board of Commissioners unanimously approved the termination of the contract with Terry Fedorchak as Interim Manager and Secretary with the Board's thanks as of September 7, 2020.
- c. Upon motion of Ms. Rappoport, the Board of Commissioner unanimously authorized the presentation of a Community Service Award recognizing the Korean-America Association of Greater Philadelphia for its donation of 2,000 masks and for hosting a Census event at More Shopping Center on September 15, 2020 from noon to 3 p.m.
- d. Upon motion of Ms. Rappoport, the Board of Commissioners unanimously approved to place the Substance Abuse and Mental Health Resource List on the Township website.

Ms. Rappoport thanked Ms. Elliott for pointing out that some of this list was posted previously on the website and thanked her for updating the list and moving it so it was easier for people to find.

Ms. Rappoport also mentioned that the September 9, 2020 Public Affairs minutes were amended to correct the County's phone numbers. The revised minutes were reposted to the Township website.

Upon motion of Ms. Rappoport, the Board of Commissioners unanimously accepted the Public Affairs Committee Regular Meeting Minutes of September 9, 2020.

10. Consider approval of the recommendations of the Finance Committee and acceptance of its Regular Meeting Minutes dated September 9, 2020.

Mr. Holland mentioned that the Board received an update from the Tax Collector and Director of Fiscal Affairs in reference to projections and information received from Berkheimer in regards to the revenue decrease from COVID-19. It looks like the impact is not going to be as severe as anticipated. This is a very fluid situation and it's a moving target, but as it stands today, there may be a reprieve from a significant reduction in revenue in 2020.

- a. Upon motion of Mr. Holland, the Board of Commissioners with a 5-2 vote authorized moving the October 6, 2020 and October 28, 2020 Budget Workshop meetings to Curtis Hall to permit those attending in person to better distance themselves in accordance with recommended practices and authorize advertisement thereof (Ayes: Norris, Rappoport, Zygmund-Felt, Holland, Areman; Nays: Pransky, Brockington).

Mr. Norris thanked the Finance Committee and numerous staff members who have been putting in a lot of extra time and effort into the budget process.

Mr. Pransky is not in favor of an in-person budget meeting, due to the onset of flu season and the COVID-19 pandemic.

Mr. Zygmund-Felt reminded everyone that the October 6th Budget Workshop begins at 8:00 a.m. and the October 28th Budget Workshop begins at 4:00 p.m.

Upon motion of Mr. Holland, the Board of Commissioners unanimously accepted the Finance Committee Regular Meeting Minutes of September 9, 2020.

11. Old Business:

- a. Mr. Bagley asked for conditional approval of the most recent version of the Easement Agreement, Tree Protection Agreement and Escrow Agreement with Texas Eastern pertaining to two parcels along Tookany Creek Parkway near Jenkintown Creek Bridge, contingent upon the parties mutually agreeing to the amount of consideration and language regarding cathodic protection as negotiated by Mr. Zienkowski and Mr. Bagley and as reported back by them to the Board of Commissioners.

Upon motion of Mr. Norris, the Board of Commissioner with a 6-0-1 vote approved the motion stated above (Ayes: Norris, Brockington, Holland, Pransky, Zygmund-Felt, Areman; Abstained: Rappoport).

- b. Ms. Rappoport asked the Board to direct staff report back to the Board about possible weight and axle restrictions on Township residential streets in a timely manner. Mr. Zygmund-Felt asked that the enforceability and monitoring of the issues be addressed before moving forward. Ms. Rappoport suggested “No Trucks” signs, which are routinely followed. Mr. Pransky stated that the Township does not have a way to monitor weight and axle size. Mr. Norris suggested having Mr. Zienkowski direct this to the Township Solicitor, the Police Department or contacts at PennDOT. Mr. Zienkowski stated that this matter will go to the Police Department and he is confident that they will be able to turn this around and provide exactly what the Township is looking for. Ms. Rappoport asked about the status of the PennDOT truck study that the Board requested. Mr. Brockington said the only thing he recalled was PennDOT agreeing to lower the speed limit on Greenwood Avenue, which has been done.

Upon motion of Mr. Norris, it was a consensus of the Board to give this administrative direction to the Township Manager.

12. New Business:

- a. Mr. Brockington mentioned that Abington Township has a Program called “Take Me Home” and asked Chief Frye if he could look into the Program. Chief Frye said they are familiar with the program and will take a more in depth look at it.
- b. Upon motion of Mr. Norris, the Board of Commissioners unanimously approved appointments to the following Citizens’ Advisory Committees:

Traffic Calming Committee

Christopher Kelly (Ward 5)

Kia Baker (Ward 7)

Rebecca Kelly (Alternate Ward 5)

Stephen Koniers (Alternate Ward 6)

- c. Upon motion of Mr. Norris, the Board of Commissioners unanimously approved the revised Cheltenham Township Coronavirus Employee Policy dated September 9, 2020, contingent upon staff making the requested changes of the Board (see attached).

Mr. Zienkowski stated that this is a very comprehensive plan that was put together by Emergency Management staff and Ms. Elliott; they did a tremendous job. Mr. Brockington asked if the policy addressed an employee going on vacation to a hot spot and what happens when they come back. Ms. Elliott said that this is addressed in the policy. Ms. Rappoport mentioned that she submitted quite a few comments on the policy and wanted to know if her revisions were included in the policy. Ms. Elliott stated that her comments have been included. Ms. Rappoport suggested passing this conditioned upon revising anything that still needs review. Mr. Areman asked are there areas where the policy exceeds what is the floor set by these various laws, or does it mirror what the

law says. Ms. Elliott stated that it mirrors what the law says. Mr. Holland asked about employees that travel internationally and if that is something that can be covered in the policy. Mr. Zienkowski said we can amend the policy to cover international travel.

- d. Upon motion of Mr. Norris, the Board of Commissioners with a 6-0-1 vote authorized staff to develop and distribute a Request for Proposals (RFP) to hire Counsel to represent the Township in employee labor matters (Ayes: Norris, Rappoport, Pransky, Holland, Brockington, Zygmund-Felt; Abstained: Areman).

Ms. Rappoport mentioned that she submitted some questions and comments about the RFP and wanted clarification that those changes were made. Mr. Zienkowski clarified that her requested changes to the RFP were incorporated.

Mr. Areman stated that he reviewed the RFP and asked that the Act 195 Interest Arbitrations be removed from the list. He also asked if the Township had a conversation with the Township's current Labor Counsel. Mr. Zienkowski said that he has talked to the Township's current Labor Counsel and let them know that the Township is issuing the RFP and they are welcome to submit a proposal.

- e. Upon motion of Mr. Norris, the Board of Commissioners unanimously authorized staff to develop and distribute a Request for Proposals to hire a consultant to serve as the Township Engineer.

Mr. Zienkowski that he is in the process of developing an RFP for an interim Township Engineer from now until the end of the year. Once the draft is complete, it will be sent to the Board for review and once approved, it will be distributed. He said this will provide time for the Township to have further conversations regarding an in-house Engineer versus a contracted Engineer. Mr. Zygmund-Felt asked if the current Township Engineer was aware of the RFP. Mr. Zienkowski said that he had a conversation with the Township Engineer and let him know.

Robert Hyslop, 211 Harrison Avenue, Glenside, PA, asked if this means that the Township is considering replacing the consultant group with a single Township Engineer like it had had 10 years ago. Mr. Pransky clarified that the Township is considering replacing what it currently has; the Board has not decided the form of that replacement.

- f. Mr. Zienkowski announced that Montgomery County has reached out to Cheltenham Township to see if it can assist with the placement of a ballot drop-off site in preparation for the 2020 general election. It would open the drop-off sites on Monday, September 28th and keep them open 7-days/week until Election Day. Each site would be outdoors and would consist of a pop-up tent, table, chairs, and a few county election staff. The hours of operation would vary by day of the week. The County has not yet provided a schedule for the retrieval of ballots from the sites. The County thinks Wall Park would be a good location as it is centrally-located and has good traffic flow. The County is looking for feedback on potential sites and is hopeful that Cheltenham will serve as one of ten sites across the county, allowing residents to avoid large crowds at the polls and any potential Postal Service delays by dropping off their mail-in ballot prior to or on Election Day.

Mr. Pransky and Mr. Norris had no objection to the County utilizing Wall Park for a ballot drop off site.

Mr. Areman asked if this was going to be staffed by County election staff and secured by County election staff. Mr. Zienkowski clarified that it will be staffed by the County.

Upon motion of Mr. Norris, the Board of Commissioners unanimously approved Montgomery County to utilize Wall Park for a ballot drop off location for the 2020 general election.

13. Citizens Forum:

Edie Cerebi, 300 Maple Avenue, Wyncote, PA, welcomed Mr. Zienkowski to Cheltenham Township. She also commended the Commissioners and Chief Frye for their responsiveness to the Ordinance discussed earlier in the meeting. Community input is very important and if this Ordinance would have passed, it would not have been good.

Tom McHugh, 127 Hewett Road, Wyncote, PA, expressed concern that public comment should be heard before a vote is made, as the comment may be something the Commissioners or community members have not heard before. Mr. McHugh also expressed concerns about truck traffic on residential roads. Lastly, Mr. McHugh mentioned the multi-use trail proposed along Cheltenham Hills Drive and asked that it be revisited.

Emily Steinberg, 411 Randall Road, Wyncote, PA, expressed concern about truck traffic on residential streets. She mentioned that she was happy to hear the discussion around traffic issues and that the Township is trying to find ways to resolve these issues. Lastly, Ms. Steinberg expressed concern about the noise at Curtis Hall during wedding events since the pandemic; it is having an impact on surrounding residents.

Theresa Camerota, 1112 Church Road, Wyncote, PA, thanked staff for stepping up the process and addressing the truck traffic issues.

There being no further business, Mr. Norris adjourned the meeting at 9:20 p.m.



Robert Zienkowski
Township Manager

per Ashley Lupino

**CHELTENHAM TOWNSHIP
BOARD OF COMMISSIONERS**

RESOLUTION NO. 26-20

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHELTENHAM TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA AUTHORIZING THE EXTENSION OF THE AGREEMENT FOR RECYCLING SERVICES WITH J.P. MASCARO & SONS, DATED OCTOBER 22, 2015, FOR AN ADDITIONAL PERIOD OF SIX MONTHS, WITH CERTAIN PRICE CHANGE RESTRICTIONS FOR CERTAIN SERVICES

WHEREAS, the Township of Cheltenham, Montgomery County, Pennsylvania (the “Township”) executed an Agreement for Recycling Services (the “Agreement”) with J.P. Mascaro & Sons, dated October 22, 2015, as part of the Montgomery County Consortium for a term of three years, with Township options to renew for up to an additional two years; and

WHEREAS, the Township and the Montgomery County Consortium have exercised both renewals options to extend and renew the Agreement, which renewal term is set up to expire on or about November 20, 2020; and

WHEREAS, in response to the outbreak of the COVID-19 virus, on March 6, 2020, the Governor’s Office of the Commonwealth of Pennsylvania Office issued a Proclamation of Disaster Emergency which authorized “the governing bodies and executive officers of all political subdivisions affected by this emergency to act as necessary to meet the current exigencies as legally authorized under this Proclamation, namely, by the employment of temporary workers, by the rental of equipment, and by entering into such contracts and agreements as may be required to meet the emergency, all without regard to those time-consuming procedures and formalities normally prescribed by law, mandatory constitutional requirements excepted;” and

WHEREAS, on June 3, 2020, the Governor issued an Amendment to Proclamation of Disaster Emergency which renewed the March 6, 2020 Proclamation of Disaster Emergency for a period of 90 days; and

WHEREAS, Section 7501 of the Emergency Management Services Code (35 PA C.S., Section 7501, as amended) (the “Code”) also authorizes local governing bodies to declare a disaster emergency and authorizes political subdivisions to “enter into contracts and incur obligations necessary to disaster emergency management, response and recovery;” and

WHEREAS, on March 18, 2020, the Board of Commissioners of the Township of Cheltenham adopted Ordinance No. 2402-20, an Emergency Ordinance Declaring an Emergency pursuant to the Township’s Home Rule Charter for 30 days; and

WHEREAS, on April 1, 2020, the Board of Commissioners of the Township of Cheltenham adopted Ordinance No. 2403-20 further extending the Disaster Emergency pursuant to the Township’s Home Rule Charter until further notice; and

WHEREAS, in order to meet and respond to the ongoing public health emergency caused by the COVID-19 pandemic and avoid an interruption in service, the Township must extend the current contract for recycling services beyond its current expiration; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Cheltenham Township that the Township of Cheltenham is hereby authorized to enter into an Amendment to the Agreement for Recycling Services with J.P. Mascaro & Sons, dated October 22, 2015, in order to extend the term of that Agreement for an additional six month period, subject to certain changes in terms regarding index price rates, as shown on attached Exhibit "A."

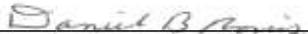
RESOLVED by the Board of Commissioners of Cheltenham Township meeting held by web-conference on the **19th** day of **September 2020**.

ATTEST:

**TOWNSHIP OF CHELTENHAM
BOARD OF COMMISSIONERS**



Robert Zienkowski
Township Manager and Secretary

By: 

Daniel B. Norris, President

**TOWNSHIP OF CHELTENHAM
MONTGOMERY COUNTY, PENNSYLVANIA**

RESOLUTION NO. 27-20

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CHELTENHAM TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA AUTHORIZING THE TOWNSHIP MANAGER TO SIGN AND SUBMIT AN “APPLICATION FOR TRAFFIC SIGNAL APPROVAL” (PENNDOT FORM TE-160) TO UPGRADE THE INTERSECTION OF EASTON ROAD AND WAVERLY ROAD AS PART OF THE WAWA LAND DEVELOPMENT PROJECT

WHEREAS, the Goodman Properties has agreed to undertake a project to realign the intersection of Easton Road and Waverly Road in Glenside as part of its land development project to construct a new Wawa store at this location; and

WHEREAS, the proposed improvements include: realigning the west leg of Waverly Road, removing the northbound and southbound left turn phases, removing the bank driveway from the signal, adding mast arms on the northwest and southeast corners of the intersection, replacing the mast arm on the southwest corner, adding stop bar detection, adding APS pushbuttons, upgrading ADA curb ramps, upgrading pedestrian signals to countdown handman timers; and

WHEREAS, the Pennsylvania Department of Transportation requires submission of an Application for Traffic Signal Approval (PennDOT Form TE-160) prior to installation or modification of any traffic signal.

NOW, THEREFORE, BE IT RESOLVED by the authority of the Board of Commissioners of the Township of Cheltenham, Montgomery County, Commonwealth of Pennsylvania, that the Township Manager of Cheltenham Township is authorized and directed to submit the attached Application for Traffic Signal Approval to the Pennsylvania Department of Transportation and to sign this Application on behalf of Cheltenham Township.

IN WITNESS WHEREOF, the Board of Commissioners of the Township of Cheltenham, County of Montgomery, Commonwealth of Pennsylvania, has adopted and enacted this Resolution at its public meeting held at Curtis Hall, 1250 West Church Road, Wyncote, Pennsylvania 19095, under my hand and the seal of the Township of Cheltenham, this **16th day of September, 2020** in the year of the Township of Cheltenham the one hundred and twenty-first.

ATTEST:

**TOWNSHIP OF CHELTENHAM
BOARD OF COMMISSIONERS**


Robert A. Zienkowski
Township Manager and Secretary

By: 
Daniel B. Norris, President

Application for Traffic Signal Approval

Please Type or Print all information in Blue or Black Ink



County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

A - Applicant's (Municipal) Contact Information

Municipal Contact's Name : Terry Fedorchak Robert Zienkowski **Title :** Interim Township Manager
Municipal Name : Cheltenham Township
Municipal Address : 8230 Old York Road, Elkins Park, PA 19027
Municipal Phone Number : 215-887-6200 **Alternative Phone Number :** _____
E-mail Address : tfedorchak@cheltenham-township.org rzienkowski@cheltenham-township.org
Municipal Hours of Operation : Mon-Fri, 8:00 AM-4:30 PM

B - Application Description

Location (intersection) : Easton Road & Waverly Road

Traffic Control Device is : NEW Traffic Signal EXISTING Traffic Signal **(Permit Number) :** 64-0993

Type of Device (select one) Traffic Control Signal (MUTCD Section 4D, 4E, 4G) Flashing Beacon (MUTCD Section 4L) School Warning System (MUTCD Section 7B)
 Other : _____

Is Traffic Signal part of a system? : YES NO **System Number (if applicable) :** I-0167

If YES, provide locations of all signalized intersections in system.

Easton Road from Cedarwood Plaza to Mount Carmel Avenue.

Explain the proposed improvements :

Realign west leg of Waverly Road; remove NB & SB left turn phases; remove bank driveway from signal; add mast arms on NW & SE corners; Replace mast arm on SW corner; add stop bar radar detection; add APS pushbuttons; upgrade ADA curb ramps; upgrade pedestrian signals to countdown hand/man timers.

Associated with Highway Occupancy Permit (HOP)? : YES NO **If YES, HOP Application # :** _____

C - Maintenance and Operation Information

Maintenance and Operations are typically performed by? :

Municipal Personnel Municipal Contractor Municipal Personnel & Contractor
 Other : Montgomery County Consortium of Communities Technicians

Maintenance and Operations Contact Name : Michael Fleming **Company/Organization :** Cheltenham Township
Phone # : 215-887-1000 **Alternative Phone # :** _____ **E-mail :** mfleming@cheltenham-township.org

D - Attachments Listing

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Municipal Resolution (required) | <input type="checkbox"/> Location Map | <input type="checkbox"/> Traffic Volumes / Pedestrian Volumes |
| <input type="checkbox"/> Letter of Financial Commitment | <input type="checkbox"/> Photographs | <input type="checkbox"/> Turn Lane Analysis |
| <input type="checkbox"/> Traffic Signal Permit | <input type="checkbox"/> Straight Line Diagram | <input type="checkbox"/> Turn Restriction Studies |
| <input type="checkbox"/> Warrant Analysis | <input type="checkbox"/> Capacity Analysis | <input type="checkbox"/> Other : _____ |
| <input type="checkbox"/> Crash Analysis | <input type="checkbox"/> Traffic Impact Study (TIS) | |
| <input type="checkbox"/> Traffic Signal Study | <input type="checkbox"/> Condition Diagram | |

Application for Traffic Signal Approval



Please Type or Print all information in Blue or Black Ink

County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

E - Applicant (Municipal) Certification

The applicant desires to own, operate, and maintain the traffic control device in the location indicated above; and the Vehicle Code requires the approval of the Department of Transportation ("Department") before any traffic signals may be legally erected or modified. A signed Application for Traffic Signal Approval (TE-160) must be submitted in conformance with the instructions provided by the Department, and a Traffic Signal Permit must be issued, before any work can begin.

If the Department approves a traffic signal after a traffic engineering study and engineering judgment indicates the need, the traffic signal shall be installed, owned, operated, and maintained within the parameters indicated in the Vehicle Code and the Department's regulations relating to traffic signs, signals, and markings. The Department may direct appropriate alterations to the design or operation (including, but not limited to, hours of operation) of the traffic signal, or require removal of the traffic signal, if traffic conditions or other considerations necessitate alteration or removal.

All items associated with the traffic control device (geometric features, signs, signals, pavement markings, pedestrian accommodations, and other traffic control device associated items) are the applicant's responsibility. The Traffic Signal Permit will then document all of the items associated with operation of each traffic control device. The applicant, at its sole expense, shall provide the necessary inspection, maintenance, and operation activities in conformance with the Department's Publication 191 or as otherwise agreed to by the Department. The applicant shall perform the preventative and responsive maintenance requirements and recordkeeping in accordance with the exhibits specified below. If the applicant fails to provide the required inspection, maintenance, or operation services within thirty (30) days of receipt of written notice from the Department, the Department shall have the right to perform the required inspection, maintenance, or operation services in the applicant's stead and the applicant shall reimburse the Department for all costs incurred. Federal- and/or state-aid participation may be withheld on all future projects if the applicant fails to demonstrate to the Department the ability to provide all required maintenance and operation services. The applicant certifies that it has funds available and committed for the operation and maintenance of the traffic control device and that it will make available sufficient funds for all required future inspection, maintenance, and operation activities.

The applicant shall indemnify, save harmless and, defend (if requested) the Commonwealth of Pennsylvania, its agents, representatives, and employees from and against any damages recoverable under the Sovereign Immunity Act, 42 Pa. C.S. §§ 8521-8528, up to the limitations on damages under said law, arising out of any personal injury or damage to property which is finally determined by a court to be caused by or result from acts or omissions of the applicant and for which a court has held applicant, its officials, or employees to be liable. This provision shall not be construed to limit the applicant in asserting any rights or defenses. Additionally, the applicant shall include in any contracts into which it enters for maintenance, operation, or inspection of the traffic control device this same obligation to indemnify the Commonwealth and its officers, agents, and employees; and it shall require its contractor(s) to provide public liability insurance coverage, naming the Commonwealth and the applicant as additional insureds for bodily injury, including death and property damage, in the minimum amounts of \$500,000 per person, \$1,000,000 per occurrence, it being the intention of parties to have the contractor fully insure and indemnify the Commonwealth and the applicant.

The applicant shall comply with the study and ordinance requirements of 75 Pa. C.S. § 6109. The applicant submits this application with the intention of being legally bound.

Neither this application nor any Traffic Signal Permit creates any rights or obligations with respect to parties other than the applicant and the Department. Third parties may not rely upon any representations made by either the applicant or the Department in connection with the submission or approval of this application or any work permitted or approved that is related to this application, as regards either payment of funds or performance of any particular item of maintenance precisely as specified.

The applicant agrees to comply with the attached Exhibits:

- Exhibit "A": Preventative and Response Maintenance Requirements (Sheet 3 of 5)
- Exhibit "B": Recordkeeping (Sheet 4 of 5)
- Exhibit "C": Signal Maintenance Organization (Sheet 5 of 5)

Printed Municipal Contact Name : _____ **Date :** _____
Signed By : _____ **Witness or Attest :** _____
Title of Signatory : _____ **Title of Witness or Attester:** _____

**Exhibit "B":
Recordkeeping**

County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

Recordkeeping

Accurate and up-to-date recordkeeping is an essential component of a good traffic signal maintenance program. In recognition of this fact, the APPLICANT must prepare, retain, and make available to the COMMONWEALTH, on request, a record of all preventive and response maintenance activities performed on the traffic signal equipment covered by this application.

The APPLICANT shall establish a separate file for each installation and keep its records in the municipal building, signal maintenance shop, or other weather-protected enclosure.

At a minimum, the following records will be kept by the APPLICANT or its contractor for each traffic signal. These forms can be found in Section 10.0, Maintenance Record Forms, PA DOT Publication 191, current version.

FORM 1 - Master Intersection Record

This form, which lists all maintenance functions performed at the intersection, should be updated within one day of the activity but no more than one week later.

FORM 2 - Response Maintenance Record

Each time response maintenance is required at the intersection, this form is to be completed. Once the pertinent information is transferred to the master intersection record, this form is to be placed in the intersection file.

FORM 3 - Preventive Maintenance Record

This form will be used to provide a record of the preventive maintenance activities performed at each intersection. The date, the activities performed, and the signature of the person in charge of the work must be recorded in the form.

This form may be kept at the intersection, if it is adequately protected from the weather. Form 1 must be updated at the central file, however, to reflect the date and activity.

**Exhibit "C":
Signal Maintenance Organization**

County : _____
 Engineering District : _____
 Department Tracking # : _____
 Initial Submission Date : _____

Personnel Classifications

In order to properly maintain the traffic signal equipment covered by this applicant, the APPLICANT agrees to provide, as minimum, the following staff throughout the useful life of equipment. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Traffic Engineer - The administrative position which has prime responsibility for the proper operation of traffic signal equipment. The principal function of this position is the supervision and control of subordinate personnel and the planning of their activities to ensure adequate preventive and response maintenance programs.

Minimum Position Requirements

1. A thorough understanding of traffic signal design, installation and maintenance.
2. A working knowledge of the interaction between the following traffic characteristics: Intersection geometry, traffic flow theory, control type (fixed time, actuated, etc.), signal phasing and timing, and interconnection.
3. An ability to supervise subordinate personnel effectively in the assignment of their work.
4. Possession of a college degree in engineering, which includes course work in traffic engineering.
5. Either four years experience in the field of traffic engineering or its equivalent in graduate college work.

Signal Specialist - The individual responsible for the diagnostics and repair of all traffic signal equipment including solid state equipment.

Minimum Position Requirements

1. Extensive training and troubleshooting skills in electronics and software.
2. Ability to repair modules in the shop and to design test equipment needed to diagnose and repair a problem.
3. Ability to make design and modifications to implement or omit special functions.
4. Ability to implement a recordkeeping system to include maintenance activities, inventory control and identification of recurring problems.
5. Ability to perform all tasks required of a signal technician.

Signal Technician - Individual responsible for the operation and maintenance of traffic signals and electromechanical equipment.

Minimum Position Requirements

1. Ability to perform response maintenance on solid state equipment up to the device exchange level.
2. Capability to diagnose a vehicle loop failure and initiate corrective action.
3. Ability to tune detector amplifiers.
4. Ability to follow wiring schematics, check and set timings from plan sheet and check all field connections.
5. Ability to perform preventive maintenance on all equipment and to maintain accurate records of all work perform.

Training

The APPLICANT agrees to secure training in order to upgrade the ability of its present staff to properly perform the required maintenance functions. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191.

Budget Requirements

The APPLICANT agrees to provide, in its annual operating budget, dedicated funds which are sufficient to cover the cost of the personnel, training, contractors (if utilized) and specialized maintenance equipment which are required, by virtue of this application. The APPLICANT agrees to abide by all guidance provided in PA DOT Publication 191..