

*Cheltenham Township, believing that public input is appropriate on any items coming before the Commissioners, will recognize any citizen wishing to address a specific item prior to the vote on that issue. In order to be recognized, please raise your hand.*

## **PUBLIC AFFAIRS COMMITTEE**

Charles D. McKeown - Chairman  
J. Andrew Sharkey – Vice Chairman  
Kathy A. Hampton – Member  
Art Haywood – Member  
Morton J. Simon, Jr. - Member  
Michael J. Swavola – Member  
Harvey Portner – Ex-Officio Member

**Wednesday, July 6, 2011**

**7:30 p.m.**

**Curtis Hall**

### **AGENDA**

1. Receipt of the Report of the Property Supervisor for the month of June, 2011 (see attached).
2. Receipt of the Report of the Public Information and Complaint Officer for the month of June, 2011 (report to be distributed prior to the meeting).
3. Receipt of the Staff Meeting Minutes dated May 24 and June 16, 2011.
4. Receipt of the Twinning Committee Meeting Minutes dated June 1, 2011.
5. Receipt of the Historical Commission Meeting Minutes dated June 9, 2011.
6. Receipt of the Substance Abuse and Mental Health (SAMH) Committee Meeting Minutes dated June 16, 2011.
7. Receipt of the Economic Development Task Force Meeting Minutes dated June 21, 2011.
  - a. Status Report on the implementation of the Business Recruitment and Retention Plan (see attached).
8. Consider recommending to the Board the adoption of a Resolution supporting the Pennsylvania Growing Greener Program.
9. Old Business.
10. New Business.
11. Citizens' Forum.
12. Adjournment.

  
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David G. Kraynik  
Township Manager

# Township of Cheltenham

Montgomery County, Pennsylvania

## Board of Commissioners

Harvey Portner, President  
Art Haywood, Vice President  
Kathy A. Hampton  
Charles D. McKeown  
J. Andrew Sharkey  
Morton J. Simon, Jr.  
Michael J. Swavola

## Township Manager

David G. Kraynik



## Administration Building

8230 Old York Road  
Elkins Park, PA 19027-1589

Phone: 215 887-1000  
FAX: 215 887-1561  
Website: [cheltenhamtownship.org](http://cheltenhamtownship.org)

## MEMORANDUM

**DATE:** June 29, 2011  
**TO:** Public Affairs Committee  
**FROM:** Joseph Dunleavy, Property Supervisor  
**SUBJECT:** Report of Property Department – June 2011

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The following is an outline of work performed during the month of June 2011:

- A. Professional Contractors
1. Administration Building
    - Emerga Support Services, LLC, Sewell, NJ, toured Township Buildings covered under their recently awarded Janitorial Services Contract.
    - Pitney Bowes mail and folding machines were delivered.
    - Pitney Bowes' representatives conducted training for both the new mail and folding machines.
  2. Brookdale Pump Station
    - DEP performed yearly inspection.
  3. District Justice Cerski's Office
    - TRIAC serviced air conditioner unit.
  4. Public Works Facility Building/Emergency Operations Center
    - TRIAC serviced air conditioner unit.
- B. Richard Rone, my assistant, and I have accomplished the following:
1. Administration Building
    - Posted outgoing mail.
    - Took mail to post office.

- Recycled three times a week.
  - Kept copy paper stocked.
  - Took storage boxes to archive area from several departments.
  - Set boardroom up for several meetings.
  - Replaced light bulbs, as needed.
  - Cleaned front porch patio.
  - Cleaned roof drains.
  - Continued to scrutinize third floor tiles and glued loose ones.
  - Delivered agendas to Curtis Hall for various meetings.
  - Collected trash from all offices on Tuesdays and Thursdays.
  - Cleaned restrooms on first and second floors on Tuesdays and Thursdays.
  - Supplied restrooms with paper goods on Tuesdays and Thursdays.
  - Painted ladies' restroom on second floor.
  - Painted men's restroom on second floor.
  - Repaired handle on toilet in ladies' restroom on second floor.
  - Installed new mini blinds in ladies' restroom on second floor.
  - Installed new lock on Tax Office's door.
  - Completed paper inventory for Accounting Department.
  - Delivered meeting agendas to Curtis Hall.
  - Picked up new light fixtures for installation in building.
  - Changed batteries in the rain gauge.
2. Brookdale Pump Station
- Changed batteries in the rain gauge.
3. Police Administration Building
- Recycled three times a week.
  - Replaced light bulbs, as needed.
  - Kept copy paper stocked.
  - Cleaned roof drains.
  - Collected trash on Tuesdays and Thursdays.
  - Cleaned cells and restrooms on first floor and basement.
  - Supplied restrooms with paper goods on Tuesdays and Thursdays.
  - Completed the installation of new ceiling light fixtures throughout the building.
  - Removed old computer units for disposal.
  - Rented a drill from Gepperts to drill hole in floor of Radio Room.
  - Painted Radio Room with two coats of paint.
  - Took apart the old desk in radio room for disposal.
  - Did some electric rewiring in Radio Room.

4. District Justice Cerski's Office
    - Recycled three times a week.
    - Replaced light bulbs, as needed.
    - Cleaned roof drains.
    - Emptied outside trash can.
    - Collected trash on Tuesdays and Thursdays.
    - Cleaned restrooms on Tuesdays and Thursdays.
    - Supplied restrooms with paper goods on Tuesdays and Thursdays.
    - Installed all new light fixtures in the building.
  5. EMS Building
    - Repaired lock on storage door.
  6. Public Works Facility Building/Emergency Operations Center
    - Recycled.
    - Kept copy paper stocked.
    - Replaced light bulbs, as needed.
    - Cleaned roof drains.
    - Installed new water filter on the ice machine.
  7. Rowland Community Center
    - Delivered copy paper.
    - Cleaned roof drains.
    - Assisted Dave Hinson in trimming shrubbery.
    - Installed new A.E.D. cabinet in the library.
- C. Miscellaneous
- Continued monitoring and recording rain gauge measurements.
  - Called for pricing and generated purchase orders, as needed.
  - Generated purchase orders for emergency repairs throughout all my buildings.
  - I have contacted and met with the following contractors:
    - a) D'Agostino Carpets, National Floor Covering Co., Inc. and Specialty Floors Inc. for estimates to install carpeting, carpet tiles and/or wood flooring on the second floor of the Administration Building.
  - Installed new A.E.D. cabinets at the La Mott Library and office area.
  - Installed new A.E.D. cabinet at the Glenside Library.
  - Completed PECO Act 129 applications for the Police Administration Building and District Justice Cerski's Court.

JJD:mr

xc: David G. Kraynik, Township Manager  
Bryan T. Havir, Assistant Township Manager

# Township of Cheltenham

Montgomery County, Pennsylvania

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## MEMORANDUM

TO: David G. Kraynik, Township Manager

FROM: Bryan T. Havir, Assistant Township Manager

RE: Business Recruitment & Retention Plan

DATE: June 22, 2011

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In follow-up to the recent e-mail from Commissioner Haywood concerning the above referenced matter, please be advised I asked the EDTF to continue its discussion on this topic at its meeting last evening and provide a recommendation on priority action items based on the strategies outlined in the plan. The following was the general consensus on broad recruitment implementation steps:

### Glenside Commercial District

- Look at the larger vacant buildings that have remained without tenants or uses for a long period of time and work with the owners to fill them with restaurants.

### Elkins Park East

- Promote zoning ordinance to be re-written to provide exterior and/or outdoor cafes.
- Work with the CreekSide Co-op to ensure that it opens and becomes a viable reality.
- Work to advance, promote and pursue funding to implement the streetscape improvements.

### Elkins Park West

- Promote zoning ordinance to be re-written to provide for sporting good stores.
- Continue to advance the preliminary engineering and design of streetscape improvements and then utilize the plans to aggressively pursue public and private funding.

East Cheltenham Avenue

- Promote the zoning ordinance to be re-written to provide for redevelopment of the Melrose Shopping Center into a ethnic dining area that is a regional destination. The redevelopment concept could include several 3,000 s. f. restaurants to a 17,000 to 20,000 large anchor restaurant that promotes Mexican, Thai, Ethiopian/West African and/or Thai-French cuisine.

Cheltenham Village

- Promote the zoning ordinance to be re-written to provide for small retail galleries, boutiques and clothing stores that focus on niche ethnic services or markets.

Recruitment Strategies in all Districts:

- Make sure the district recruitment brochures are handed out to any new businesses the Township, CDC, EDTF or commercial realtor is trying to entice.
- Develop a list of specific businesses for each district the Township would like to see relocate and list them on the website.

Retention of Existing Businesses in all Districts:

- Encourage participation in local Chambers of Commerce and connect business owners with existing organizations that provide assistance and training for small business owners.
- Use website and Channel 42 as primary ways to promote and publicize special events, along with radio, newsprint and direct mail.

Obviously, some newer EDTF members felt they needed more time to study the plan along with gaining a better understanding of the Township overall economic development initiatives, and make a more specific recommendations at the September 20, 2011 meeting. However, these recommendations can provide some discussion for the July 5, 2011 Public Affairs Committee should this matter be listed on the agenda.

BTH/km



**TOWNSHIP OF CHELTENHAM  
MONTGOMERY COUNTY, PENNSYLVANIA**

**RESOLUTION IN SUPPORT OF  
RENEWING GROWING GREENER PROGRAM**

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, the Growing Greener program has provided funding for preserving open space and farmlands, developing community park and recreation areas, cleaning up abandoned mines and brownfield sites, restoring impaired rivers and streams, and protecting and improving our state game, forest, and park lands; and

**WHEREAS**, the Township of Cheltenham has effectively leveraged Growing Greener funds to achieve tangible, lasting results for its residents, including green infrastructures projects involving streambank restoration and stabilization, eradication of invasive exotic plants, reintroduction of native plants and enhancements to riparian buffers and corridors; and

**WHEREAS**, the Township of Cheltenham seeks to protect the health of its citizens and enhance the quality of life for its residents, in part by planning for and implementing projects that preserve open space and historic resources, providing for community parks and recreation, and safeguarding water resources; and

**WHEREAS**, these projects also provide significant health and economic benefits, increase property values and improve the community's ability to attract growing businesses; and

**WHEREAS**, the Township of Cheltenham has learned that Growing Greener II will soon expire and funds for Growing Greener I have been precipitously diminished; and that this will affect the community's ability to restore and protect our local environment and the environment of Montgomery County; and

**WHEREAS**, the Township of Cheltenham understands that throughout Pennsylvania, Growing Greener II has helped to preserve nearly 34,000 acres of working family farms; conserve more than 42,300 acres of threatened natural areas; restore more than 1,600 acres of abandoned mine lands; and enhance access to outdoor recreation through 234 community park projects and 132 state park and forest infrastructure projects; and

**WHEREAS**, Article I, Section 27 of the Pennsylvania Constitution states that, "The people have a right to clean air, pure water, and to the preservation of the natural, scenic, historic and esthetic values of the environment. Pennsylvania's public natural resources are the common property of all the people, including generations yet to come. As trustee of these resources, the Commonwealth shall conserve and maintain them for the benefit of all the people"; and

**WHEREAS**, the Township of Cheltenham realizes that the Commonwealth is losing three times more forest, wildlife habitat, farmland and other open spaces to development than it is able to preserve; and that the Commonwealth has over 16,000 miles of rivers and streams that are unsafe for fishing and swimming; and that in Pennsylvania more than 2,000 working family farms await protection from encroaching development; and that 189,000 acres of abandoned mine lands scar 44 of the Commonwealth's counties; and that the grant funds available for community and county recreation, greenways and trails projects have been severely diminished;

**WHEREAS, the Township of Cheltenham** wishes to encourage and support renewed funding for the *Growing Greener* program, before the last of the Growing Greener II funds are spent in 2011,

**NOW, THEREFORE BE IT RESOLVED** that:

1. The Township of Cheltenham, supports renewal of Growing Greener by the General Assembly and Governor Corbett with dedicated, sustainable and long-term funding sources,
2. The signed resolution shall be forwarded to the Governor and our respective county and state legislators.

**DULY ADOPTED** at the regular meeting of the Township of Cheltenham Board of Commissioners this 20<sup>th</sup> day of July, 2011.

TOWNSHIP OF CHELTENHAM

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Harvey Portner, President  
Board of Commissioners

ATTEST:

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David G. Kraynik  
Township Manager/Secretary