

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, November 2, 2011

**7:45 p.m.
Curtis Hall**

AGENDA

1. Receipt of the Report of the Property Supervisor for the month of October, 2011 (see attached).
2. Receipt of the Report of the Public Information and Complaint Officer for the month of October, 2011 (see attached).
3. Receipt of the Staff Meeting Minutes dated September 28 and October 11, 2011.
4. Receipt of the Twinning Committee Meeting Minutes dated October 5, 2011.
5. Receipt of the Historical Commission Meeting Minutes dated October 13, 2011.
6. Receipt of the Substance Abuse and Mental Health Committee Meeting Minutes dated October 20, 2011.
7. Old Business.
8. New Business.
9. Citizens' Forum.
10. Adjournment.



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

MEMORANDUM

DATE: October 27, 2011
TO: Public Affairs Committee
FROM: Joseph Dunleavy, Property Supervisor
SUBJECT: Report of Property Department – October 2011

The following is an outline of work performed during the month of October 2011.

- A. Professional Contractors
1. Administration Building
 - PECO's representative was here to pick up rebate application for Act 129 Smart Ideas Program.
 - Tuscano Roofing repaired third floor roof.
 - Exterminator treated building.
 - TRIAC repaired exhaust pipe on the heater.
 2. Brookdale Pump Station
 - E. T. Electric Co. installed CPU on power panel and a new sump pump in the pit area.
 - DEP inspected the above upgrades and discussed the options regarding the auto greaser.
 3. Shovel Shop
 - Thompson Plumbing estimated the cost of installing a back flow check valve.
 4. Richard Wall House Museum
 - Ciarlante Upholstering Company picked up ten chairs to reupholster.

- 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.
 - Installed a new photo cell in parking lot.
 - Installed a new flush valve in the men's room on second floor.
 - Returned 150 cases of unusable copy paper to W. B. Mason and received 150 replacement cases.
 - Repaired spotlight in parking lot.
 - Repaired window in Human Resources office.
 - Scraped and painted fire escape.
 - Reorganized the basement storage area.
 2. Brookdale Pump Station
 - Worked with E. T. Electric Co.'s technician who installed power panel and new sump pump.
 - Cleaned inside and outside for "Flood Festival."
 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.
 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.
 - Painted the front of the building.
 - Cleaned restrooms on Tuesdays and Thursdays.
 - Supplied restrooms with paper goods on Tuesdays and Thursdays.
5. Public Works Facility Building/Emergency Operations Center
- Recycled.
 - Kept copy paper stocked.
 - Replaced light bulbs, as needed.
 - Cleaned roof drains.
6. Rowland Community Center
- Delivered copy paper.
 - Cleaned roof drains.
7. Richard Wall House Museum & Wall Park
- Installed new photo cell in parking lot.
 - Cleaned rain gutters.
 - Repaired the step at building entrance off the driveway.
 - Reset light timer.
 - Repaired broken floor board on the playground's sliding board.
- 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.
 - Acquired extension from AQUA until March 2012 regarding the installation of the flow check valve at the Shovel Shop.
 - Assisted in securing quotations for a preventative maintenance contract for energy back-up generators.

JJD:mr

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

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Township Manager

David G. Kraynik

October 27, 2011

Memo to: Board of Commissioners
Public Affairs Committee

Attn: David G. Kraynik, Township Manager
Bryan T. Havir, Asst. Township Manager

RE: October 2011 Monthly Report

1. PUBLICITY PROJECTS

Photo and Caption/Website.....Community Harvest Festival
Electronic Billboard.....Community Harvest Festival
Release/Website/Channel 42/E-BlastHalloween Parties
Release/Website/Channel 42/E-BlastNovember Meetings in Cheltenham
Release/Website/Channel 42/E-BlastSpecial Electronics Recycling Collection
Release/Website/Channel 42/E-BlastHayride and Bonfire
Release/Website/Channel 42/E-Blast2011 Polling Place Update
Release/Website/Channel 42/E-BlastElection and Veterans Day Closings
Electronic Billboard.....Clean Water Tip #6
Website/Channel 42/E-Blast.....Public Hearing Canceled
Website/Channel 42.....Police LoJack Safety Net Program
Release/Website/Channel 42/E-BlastBuyouts and Other Possible Mitigation Options
Photo and Caption/Website.....Hailey Leather Resolution
Photo and Caption/Website.....Elizabeth Westgard Community Service Award
Release/Website/Channel 42/E-BlastFirst Fridays in Downtown Glenside in November
Release/Website/Channel 42/E-BlastFree Backflow Valve Installation Offer
Photo and Caption/Website.....Friends of the Library Proclamation
Website/Channel 42/E-Blast.....Storm Relief Grants for Small Businesses

2. PRINTING PROJECTS

A. *Resolutions:* Hailey Leather
John Rogers

- B. *Community Service Award:* Elizabeth Westgard
- C. *Proclamation:* Friends of the Library Week
- D. *EMS Subscription Program:* I submitted the files to the printer and reviewed the final proofs. The mailing will be delivered to residents in mid November.
- E. *MS4 Mini Posters:* I submitted the file to the printer and reviewed the final proof. The MS4 mini poster will be delivered with the EMS mailing in November.
- F. *Buyout/Mitigation Forms:* I redesigned and edited the information sheets and application form distributed by Emergency Management for community buyouts and other possible mitigation options.
- G. *MS4 Ads:* I began drafting ads for local newspapers to satisfy requirements of the MS4 program. The ads will be published in November.

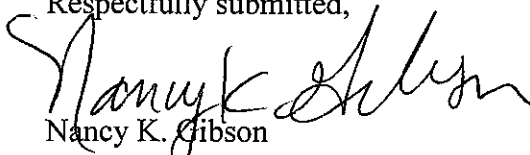
3. WEBSITE

I added press releases, buyout/mitigation information, holiday closings to the calendar, the Harvest Festival brochure, multiple watershed plans and the Turtle Tour map. I responded to 11 concerns reported via the website.

4. COMMUNITY PROJECTS/INFORMATION REQUESTS

- A. I attended the October 5, 2011, meeting of the Twinning Committee as Township staff liaison.
- B. I attended the October 19, 2011, Board of Commissioners meeting as Township photographer.
- C. I attended the October 20, 2011, meeting of the Substance Abuse and Mental Health Committee as Township staff liaison.
- D. I prepared 22 new resident packages, which were given to EMS for delivery.
- E. I received and/or responded to three Right-to-Know Law requests, as appropriate.
- F. For the Cheltenham-only service, TransNet reported 304 trips in September resulting in a charge of \$1,110.90 to the Township. The total charges to date for 2011 are \$10,086.43.
- G. Six requests for Township information or services were received directly by this office. Responses were made to all requests, as appropriate.

Respectfully submitted,


 Nancy K. Gibson
 Public Information Officer