

To protect the health, safety and welfare of the public, Township Commissioners and Township employees during the COVID-19 pandemic, this meeting will take place entirely via Zoom. Participation is enabled via telephone, smartphone, tablet or personal computer.

*Please mute yourself for the duration of the meeting unless you are called upon to comment. 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. There are several ways to comment on an item: 1) raise your hand (to your camera or using the hand raise button); 2) type your comment in the Zoom Comments Box; or 3) dial *9 from your phone, and wait until you are called on.*

If you would like to send your comment in advance of the meeting, you may email it to alupino@cheltenham-township.org no later than 24 hours prior to the meeting.

This meeting will be available to 100 participants. If you are unable to participate in the live meeting, the meeting will be recorded and the recording will be posted on the Township's [website](#), [YouTube](#) and [Facebook](#) pages.

PUBLIC AFFAIRS COMMITTEE

Ann L. Rappoport – Chair
Matthew Areman– Vice Chair
Irv Brockington – Member
Baron B. Holland – Member
Brad M. Pransky – Member
Mitchell Zygmund-Felt – Member
Daniel B. Norris – Ex-Officio Member

AGENDA

Wednesday, January 13, 2021
7:45 p.m. | Via Zoom Web Conference

To Join Zoom Video Meeting:

[Click Here](#)

Dial by your location:

+1 929 436 2866 US (New York)
+1 301 715 8592 US (Washington, D.C.)

Meeting ID: 897 6634 6459, Password: 912642

1. Receipt of Reports from the Month of December 2020 (see attached)
 - a. Property Maintenance Supervisor
 - b. Public Information and Complaint Officer
 - c. Director of Parks and Recreation
 - d. Directors of Community Centers
 - e. Facilities Event Coordinator
2. Receipt of Committee Meeting Minutes
 - a. Historical Commission – December 10, 2020
 - b. Twinning Committee – No December Meeting
 - c. Economic Development Task Force Meeting – No December Meeting
 - d. Substance Abuse and Mental Health Committee Meeting – December 17, 2020
 - e. Human Relations Committee Meeting – December 3, 2020
3. Receipt of Staff Meeting Minutes – November 2, 2020, December 2, 2020, December 9, 2020 and December 16, 2020.
4. Report of the Township Manager
5. New Business
 - a. Consider recommending the Board of Commissioners present a proclamation to Ms. Arlita Abdur Rahim, a graduate of Cheltenham School District, upon her retirement after more than

41 years with the Cheltenham School District at the January 20, 2021 Board of Commissioners meeting.

6. Old Business
7. Announcements
8. Citizens' Forum
9. Adjournment



Robert Zienkowski
Township Manager

- Shared posts from Downtown Glenside to promote Winter Markets/Small Businesses.
- Responded to resident inquiries through Facebook Messenger.

Instagram

- The Instagram account hit 841 followers in December, up 77 from 764 followers at the end of October 2020.
- Crafted numerous posts and images for Instagram feed and stories.
- Shared posts from Downtown Glenside regarding Winter Market via Instagram stories.
- Shared post from Friends of High School park via Instagram stories; FSHP regularly tags the township in their posts.

Twitter

- The Twitter account hit 50 followers in December, up 16 from 34 followers in November.
- Created numerous posts and images for Twitter.
- Shared posts from the county regarding COVID information, COVID relief grants, and other local news/events.
- Were mentioned in a Tweet by TTF Watershed.

YouTube

- The YouTube account (Cheltenham Township) gained 1 new subscriber in December, for a total of 18.
- Uploaded all of the December Board meetings to YouTube and added the links to the website.
- December's Board meetings had an average of 32 viewers, with 136 views of the Dec. 16, 2020 Board of Commissioners Meeting.

COMMUNITY PROJECTS/INFORMATION REQUESTS

- Responded to requests for information via the Township's website, email, Facebook pages and telephone.
- Responded to Right to Know Requests.
- Reached out via web and social channels for public and staff participation in creating a Cheltenham Mask Mosaic.

PUBLICATIONS

- Worked with EDTF to compile a Restaurants and Shopping Brochure for New Resident Packets
- Compiled new resident packets for delivery by EMS

MISCELLANEOUS

- Attended the Staff Meetings on December 2, 9, and 16, 2020.
- Attended the December 9, 2020 Public Affairs Committee meeting via Zoom.
- Coordinated with Parks & Recreation, Police Department, Emergency Management, and Township Citizens Committees for dissemination of public information.

PUBLIC INFORMATION OFFICE REPORT
PROMOTION and PUBLICITY
December 2020

Date	Subject	Press Release	Facebook Instagram	Cable	Email Alert	Website	Twitter	YouTube
Dec 1	Masks: Wearing is Caring (Shared from State)		FB				√	
Dec 1	Tookany Creek Trail Feasibility Study Presentation		FB			√	√	
Dec 2	Montco COVID Testing Sites	√	Both	√	√	√	√	
Dec 4	Leaf Collection Update	√	Both		√	√	√	
Dec 4	Tookany Creek Trail Closure	√	Both		√	√	√	
Dec 4	Phila Union/Mask Up Cheltenham Messaging	√	Both		√	√	√	
Dec 7	Mask Up Monday / Phila 76ers	√	Both		√	√	√	
Dec 8	EMS Subscription Letter		Both			√	√	
Dec 8	Roadwork & Utility Updates	√			√	√		
Dec 9	Parks & Rec Cookie Cookbook		Both			√	√	
Dec 9	Downtown Glenside Winter Market		Both					
Dec 10	Dec. 2, 2020 Building & Zoning Zoom Meeting				√	√		√
Dec 10	Dec. 2, 2020 Public Works Zoom Meeting				√	√		√
Dec 10	COVID Cases in Cheltenham	√	FB		√	√	√	
Dec 10	Governor Wolf Mitigation Measures	√	Both		√	√	√	
Dec 10	Happy Hanukkah		Both			√	√	
Dec 14	Winter Storm Watch – Emergency Management		FB					
Dec 15	Winter Storm Tips from the County		FB				√	
Dec 15	Code Blue	√	Both		√	√	√	
Dec 15	Boucher & James Investigation Press Release	√	Both		√	√	√	
Dec 15	Snow Emergency	√	Both		√	√	√	
Dec 15	CT Library Snow Closures		Both					
Dec 16	Snowstorm Changes for Trash & Recycling	√	Both		√	√	√	
Dec 16	Board Decertifies Ogontz Fire Company	√	Both		√	√	√	
Dec 17	Cheltenham Mask Mosaic Ad	√	Both		√	√	√	
Dec 17	Dec. 16 Board of Commissioners Zoom Meeting				√	√		√
Dec 21	Loose Leaf Collection Update	√	Both		√	√	√	
Dec 21	COVID19 Vaccine Update from EMA		FB					
Dec 22	Tropical Storm Isaias Disaster Assistance	√	Both	√	√	√	√	
Dec 23	Montco Strong 2021 Restaurant Grant	√	Both		√	√	√	
Dec 23	Downtown Glenside Shop Local		Both					
Dec 23	Township Holiday Closings		Both			√	√	

	Subject	Press Release	Facebook Instagram	Cable	Email Alert	Website	Twitter	YouTube
Dec 23	Township Increase to EIT in 2021	√			√	√		
Dec 23	Notice of Public Hearing: Smoke Shop Ordinance	√			√	√		
Dec 24	Mask Mosaic Photo Request		Both			√	√	
Dec 24	EMA Storm Warning		FB					
Dec 25	Merry Christmas		Both				√	
Dec 26	Happy Kwanzaa		Both				√	
Dec 26	Dec. 9 Public Affairs Committee Zoom Meeting				√	√		√
Dec 26	Dec. 9 Public Safety Committee Zoom Meeting				√	√		√
Dec 26	Dec. 9 Finance Committee Zoom Meeting				√	√		√
Dec 26	Compilation of December Board Meetings		FB			√	√	
Dec 28	Christmas Tree Collection Schedule		Both	√		√	√	
Dec 31	Leaf Collection Update		Both			√	√	

Additional Twitter Posts Shared / Retweets

Date	Subject	Original Poster
Dec 1	Holiday Lights Safety Tip	PECO
Dec 9	Mask Common Problem & Solutions	State of Pennsylvania
Dec 9	COVID testing site information	Montgomery County
Dec 10	Mental Health Support	Montgomery County
Dec 15	Winter Storm Emergency Kit	PennDOT
Dec 15	Support Small Businesses	Governor Tom Wolf
Dec 16	Road Salt Impact Awareness	TTF Watershed
Dec 23	Small Business Free PPE	Montco Commerce Department
Dec 23	Montco Strong Restaurant Grant	Montco Commerce Department
Dec 28	Montco Strong Restaurant Grant Guidelines	Montco Commerce Department
Dec 29	Tom Sullivan Retirement	Montco Department of Public Safety
Dec 31	Restored Creek Photo	TTF Watershed

Township of Cheltenham

Montgomery County, Pennsylvania

Board of Commissioners

Daniel B. Norris, *President*
Baron B. Holland, *Vice President*
Matthew D. Areman
Irv Brockington
Brad M. Pransky
Ann L. Rappoport
Mitchell Zygmund-Felt



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Township Manager

Robert Zienkowski

Memo To: Public Affairs Committee
Attention: Robert Zienkowski, Township Manager
Re: Director's Report for December 2020
Date: January 5, 2021

Administrative:

- Attended the Department Head Staff meeting on December 2nd and 9th.
- Met a client interested in having an outdoor wedding at Curtis Hall on December 9th.
- Attended the Public Affairs zoom meeting on December 9th.
- Attended the Historical Commission zoom meeting on December 10th.
- Met with Cheltenham Sports Club and Staff at Veteran's Field to discuss field maintenance on December 15th.
- Met with Treasure Sign Company at Wall Park in regards to new park signs on December 15th.
- Met with Wood Masters Sign Company at Wall Park in regards to new park signs on December 16th.
- Met with R.J. Fries and Sons, Inc. to get a quote on repairing the Spring House window at the Wall House and at Glenside Pool for a quote on the chemical room roof repair.
- Attended the Board of Commissioners zoom meeting on December 16th.
- Met with the Township Manager to review and discuss 2021 programs and events on December 21st.
- Continued working with the Historical Commission with new museum exhibits and repairs.
- Continued working with the Twinning Committee with their annual lottery tickets fundraiser.
- Continued to work with the sports clubs to have all Soccer goals removed.
- Continued to work with the Maintenance Department on building maintenance.
- Continued working with the Public Works Parks Superintendent on park maintenance.

Aquatics:

- Continued to monitor water levels in both wading pools and pumped them down to prevent wall tile damage.

Programs:

- For the month of December the La Mott and Rowland Community Centers remained closed.
- For the month of December Glenside Hall remained closed.
- Continued to offer monthly virtual programs.
- Continued working with the Music Committee for 2021 Summer Concert selections.
- Continued to work with the Pickleball Group with court needs and membership.

Respectfully Submitted,

Brian Hinson
Director of Parks and Recreation