

PUBLIC AFFAIRS COMMITTEE

Charles D. McKeown – Chair
Ann L. Rappoport – Vice Chair
Baron B. Holland – Member
Daniel B. Norris – Member
J. Andrew Sharkey – Member
Morton J. Simon, Jr. – Member
Harvey Portner – Ex-Officio Member

Wednesday, August 5, 2015

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

AGENDA

1. Receipt of the Report of the Property Supervisor for the month of July, 2015 (see attached).
2. Receipt of the Report of the Public Information and Complaint Officer for the month of July, 2015 (see attached).
3. Receipt of Staff Meeting Minutes dates June 23 and July 14, 2015.
4. Receipt of the Economic Development Task Force Meeting Minutes dated July 21, 2015.
5. Consider recommending to the Board the adoption of an Ordinance amending the Personnel Code for the Salaried Employees of Cheltenham Township (see attached),
6. Discussion of SEPTA's FY 2017 Annual Service Plan (see attached).
7. Old Business.
8. New Business.
9. Citizens' Forum.
10. Adjournment.



Bryan T. Havar
Township Manager

Township of Cheltenham

Montgomery County, Pennsylvania

Board of Commissioners

Harvey Portner, *President*
Morton J. Simon, Jr., *Vice President*
Baron B. Holland
Charles D. McKeown
Daniel B. Norris
Ann L. Rappoport
J. Andrew Sharkey

Township Manager
Bryan T. Havir



Administration Building
8230 Old York Road
Elkins Park, PA 19027-1589

Phone: 215 887-1000
FAX: 215 887-1561
www.cheltenhamtownship.org

MEMORANDUM

DATE: July 31, 2015
TO: Public Affairs Committee
FROM: Allen Brown, Maintenance Custodian
SUBJECT: Report of Property Department – July 2015

The following is an outline of work performed during the month of July 2015:

- A. Professional Contractors
 1. Administration Building
 - Met with Thompson Plumbing, Brian Stuckert Plumbing and Paul Plazano Plumbing to discuss quotes for second floor ladies room.
 - Met with Dave Dudo and Frank Gibilante to discuss hanging chandler in main lobby.
 2. Brookdale Pump Station
 - Electrical engineer came to inspect and fix all parts of the pumps and generator.
 - Inspection of the pump station was held by the Department of Environmental Protection.
 3. District Justice Cerski's Office
 - Triac Mechanical Services (Triac) was called to replace faulty capacitor.
 4. Police Administration Building
 - Dave Dudo was called to inspect all Police radios and give a quote on rewiring all radios.

- Thompson Plumbing was called to give a quote on a leaking cast iron pipe in boiler room.
- Triac was called to repair faulty condensation line.
- Met with Thompson Plumbing to discuss blocked drain lines in jail cells.

5. Richard Wall House Museum

- Painters are being called for quotes on the upcoming paint project at the Wall House and the Carriage House.
-

B. I have accomplished the following:

1. Administration Building

- Posted outgoing mail.
- Took mail to post office.
- Picked up mail from 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.
- 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.
- Supplied cleaning staff with all cleaning products.
- Opened Administration building at 7:45 a.m.; closed building at 4:30 p.m.

2. Brookdale Pump Station

- Monitored emergency generator weekly.
- Cleaned all objects out of pump station.
- Maintained a clean area around building and wet wells.
- Replaced light bulbs on pump switch panel.
- Kept weekly status record of mechanical functions of pumps, generators and sump pump.

3. Police Administration Building

- Recycled three times a week.
- Replaced light bulbs, as needed.
- Kept copy paper stocked.

- Collected trash on Tuesdays and Thursdays.
 - Cleaned cells and restrooms on first floor and basement.
 - Supplied restrooms with paper goods on Tuesdays and Thursdays.
 - Treated drains for drain flies and larva throughout the building.
 - Fixed electrical switch that opens side door in main lobby.
 - Changed door knob to public restroom in lobby.
 - Set appointment for fire extinguishers to be inspected.
 - Kept contact with Sgt. Richard Schaffer regarding upkeep on Police Building.
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.
 - Purchased two (2) box fans for Courthouse while AC was out.
5. EMS Building
- Trash/waste was picked up and taken to the Public Works Yard.
 - Cleaning supplies delivered every other week.
 - Repaired light fixture in hallway by main entrance.
 - Purchased new window air conditioning unit and installed same.
 - Repaired bowed ceiling tiles.
6. Public Works Facility Building/Emergency Operations Center
- Delivered and received mail daily.
 - Recycled.
 - Kept copy paper stocked.
 - Replaced light bulbs, as needed.
 - Cleaned roof drains.
 - Repaired patrician as well as urinal in men's room in main lobby.
 - Checked and repaired a leaking duct in paint room.
 - Repaired leaking flush valve on toilet in locker room.
 - Repaired two (2) leaking urinal flush valves in locker room
 - Checked faulty projector in EOC. Gene from IT was called to repair it.

7. Rowland Community Center
 - Delivered copy paper.
 - Cleaned roof drains.
 - Cleaned entire building after every event.
 - Set up for library events.
 - Delivered mail.
 - Delivered cleaning supplies from Glenside storage closet.
 - Maintained landscape on premises.
 8. Richard Wall House Museum
 - Replaced outside receptacle.
 9. Curtis Hall
 - Set up for weekly meetings and events.
 - Cleaned the building after every weekly meeting and/or event.
 - Maintained a clean area around the perimeter of the Hall.
- C. Miscellaneous
- Called for pricing and generated purchase orders, as needed.
 - Generated purchase orders for emergency repairs throughout all my buildings.

AB/ac

cc: Bryan T. Havir, Township Manager
Alyson Elliott, Assistant Township Manager

Township of Cheltenham

Montgomery County, Pennsylvania

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Township Manager
Bryan T. Havir

July 30, 2015

Memo to: Board of Commissioners
Public Affairs Committee

Attn: Bryan T. Havir, Township Manager

RE: July 2015 Month Report

1. PUBLICITY PROJECTS

Web/Cable/E-Notification/Facebook PECO Closes Church Road
Electronic Billboard..... Second Concert in the Park
Electronic Billboard..... Police Candidate Exam
Web/E-Notification/Facebook..... Police Candidate Exam
Release/Web/Cable/E-Notification/Facebook..... Playground Carnival
Web/E-Notification/Facebook..... COP CAMP
Web/E-Notification/Facebook..... Kicking Down Doors Concert
Photo Release/Web/E-Notification/Facebook..... First Friday in Downtown Glenside
Facebook..... Sustainable Sunday: No Dumping Down Inlets
Web/E-Notification/Facebook..... Flood Study Release Delayed
Release/Web/Cable/E-Notification/Facebook..... Portner Elected VNA Board President
Release/Web/Cable/E-Notification/Facebook..... August Meetings in Cheltenham
Facebook..... Discount Amusement Park Tickets Still Available
Electronic Billboard..... Clean Water Tip #2
Web/E-Notification/Facebook..... More Summer Parks and Recreation Programs
Electronic Billboard..... Third Concert in the Park
Web/E-Notification/Facebook..... TTF on the Big, Black Pipe in Cheltenham
Facebook..... Playground Carnival Reminder
Facebook..... Sustainable Sunday: Pick Up Dog Waste
Facebook..... 2015 Men's Softball Champions
Release/Web/Cable/E-Notification/Facebook..... Mosquito Spraying in Cheltenham
Web/E-Notification/Facebook..... Montgomery County News: Mosquito Spraying

Cable.....	Custodian Job Opportunity
Web/Cable/E-Notification/Facebook	Church Road Closed for Gas Main Repairs
Web/E-Notification/Facebook.....	Mosquito Spraying Rescheduled
Web/E-Notification/Facebook.....	Mieka Pauley Concert
Web/Cable/E-Notification/Facebook	Household Hazardous Waste Collection August 8
Web.....	Ward One Ice Cream and Issues
Web/Cable/E-Notification/Facebook	Montgomery County News: Text to 911
Facebook.....	Teen Camp Car Wash
Web/Cable/E-Notification/Facebook	Mosquito Spraying Rescheduled Again

2. PRINT JOBS

- A. *Fall Cheltenham Update Newsletter:* Wrote articles and circulated to Commissioners and Staff. Obtained photos. Delivered copy and photos to printer/designer.
- B. *Street Map:* Developed a Township street map to provide to new residents from a Montgomery County Planning Commission map based on 2010 information. The previous Township street map dated back at least to the 1990s.

3. WEBSITE

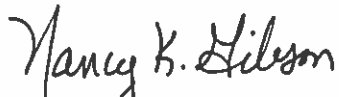
Added press releases, meeting agendas/minutes, Bickley Road Demolition Bid, sanitary sewer updates, Senior Fair and financial dates, garden debris collection dates, leaf collection dates and community events to web calendar. Updated Roadwork (multiple times), recycling (scrap metal) and leaves/grass collection (landscaper drop-off). Received 10 concerns reported via the website and responded or forwarded as appropriate. Google Analytics reports 26,955 sessions by 17,809 users on the Township website from June 24, 2015 to July 29, 2015.

4. COMMUNITY PROJECTS/INFORMATION REQUESTS

- A. Attended the July 20 meeting of the Environmental Advisory Council as Township liaison.
- B. Township Facebook page has 1,304 likes as of July 29, 2015.
- C. Provided copies of the videos of the July 2015 Commissioners’ meetings to the School District to air on government cable access channels. Made copies of the videos of the June 2015 Commissioners’ meetings and provided them to the Library System for reference.
- D. Prepared 53 new resident packages, which were given to EMS for delivery.
- E. Received and/or responded to seven Right-to-Know Law requests, as appropriate.
- F. Responded to 24 requests for Township information or services received directly by this office.

- G. Suburban Transit reported 223 trips in June 2015 at a cost of \$871.82. The six-month total cost for the service is \$4,123.38.

Respectfully submitted,



Nancy K. Gibson

Public Information and Complaint Officer

**AN ORDINANCE AMENDING THE PERSONNEL CODE FOR THE
SALARIED EMPLOYEES OF CHELTENHAM TOWNSHIP,
CHAPTER 44, ARTICLE I, §44-18. GRIEVANCES AND COMPLAINTS**

SECTION I:

The Board of Commissioners of the Township of Cheltenham does hereby enact and ordain the following revision:

(1) §44-18. Grievances and Complaints

A. Grievances and complaints, which an employee may have, other than those that involve suspensions, demotions, or dismissals, shall be handled as follows by adding an additional Step 5.

(5) Step 5: Arbitration. Either party shall have the ability to appeal any grievance decision of the Civil Service Commission to AAA Arbitration. The parties shall split the cost of any arbitration fees. Discipline up to and including discharge shall be for just cause and subject to all steps of the grievance procedure.

SECTION II: Severability

The provisions of this Ordinance are intended to be severable, and if any section, sentence, clause, part or provision hereof shall be held illegal, invalid or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sections, sentences, clauses, parts or provisions of this Ordinance. It is hereby declared to be the intent of the Board that this Ordinance would have been adopted even if such illegal, invalid or unconstitutional section, sentence, clause, part or provision had not been included herein.

SECTION III: Failure to Enforce not a Waiver

The failure of the Township to enforce any provision of this Ordinance shall not constitute a waiver by the Township of its rights of future enforcement hereunder.

SECTION IV: Effective Date

This Ordinance shall take effect and be in force from and after its approval as permitted by law.

SECTION VI: Repealer

All other ordinances and resolutions or parts thereof insofar as they are inconsistent with this Ordinance are hereby repealed.

ORDAINED AND ENACTED into an Ordinance this _____ day of **August, 2015**.

**CHELTENHAM TOWNSHIP
BOARD OF COMMISSIONERS**

By: _____
Harvey Portner, President

Attest: _____
Bryan T. Havir, Manager
and Secretary



**SEPTA ADOPTS FISCAL YEAR 2016 ANNUAL SERVICE PLAN
AND REQUESTS NEW SUBMISSIONS FOR FISCAL YEAR 2017
ANNUAL SERVICE PLAN BY AUGUST 31, 2015**

The SEPTA Board adopted the Fiscal Year 2016 Annual Service Plan, along with SEPTA's Service Standards and Process document on May 28, 2015. A final copy of both documents can be found on the SEPTA website at www.septa.org.

This is a request for submissions for the Fiscal Year 2017 Annual Service Plan. The deadline for this year's Plan submissions is August 31, 2015. Any requests received after this date will be considered for the Fiscal Year 2018 Plan.

We invite you to submit ideas related to SEPTA route changes or additions. These submissions will be included in our evaluation process for possible changes for Fiscal Year 2017. Project implementation would be contingent upon available funding.

Once again, we would ask that submissions be sent **by August 31, 2015**. Submissions must be sent in writing to the address below, or by e-mail to serviceplanning@septa.org.

**SEPTA - Service Planning Department
1234 Market Street, 9th Floor
Philadelphia, PA 19107**

SEPTA appreciates your participation in the Annual Service Plan process.

I. SUMMARY AND LIST OF RECOMMENDED CHANGES

The Fiscal Year 2016 Annual Service Plan evaluated many of the over 400 suggestions received. Twelve are recommended for approval. The majority of the non-recommended suggestions consisted of route, service or capital concepts that would have increased SEPTA's operating budget without additional funding or operating resources, or would have violated SEPTA's Service Standards. Some suggestions have merit, but require further study to determine their overall feasibility.

Recommended Projects

Transit

- Route 23 split into two routes (Route 23 and create New Route 45)
- Frankford Transportation Center routing changes for improved safety – Routes 25, 26, 73, 84
- Route 12 extension to Dock Street & Columbia Avenue
- Route 40 extension to Front Street
- Route 53 extension via Hunting Park Avenue
- Route 55 minor route change at between Old York Rd and Broad Street northbound
- Route 64 minor route change at 33rd & Grays Ferry to reduce left turn delay at a non-signalized intersection
- Route 98 revision between Blue Bell and Plymouth Meeting
- Route 105 route rationalization to Paoli and Route 106 extension to Rosemont
- Route 119 service via Chichester Avenue
- Route 128 revision via Street Road and Parx Casino between Hulmeville Road & Richelieu Road
- Discontinue County Line Station on the Norristown High Speed Line (NHSL)

Regional Rail

None

Service Standards and Process

- Amendments to the Service Standards and Process document that would address Major Service Changes, Station Economic Performance and Fare-Sales Coverage.

Non-Recommended Projects

Refer to the chart and descriptions beginning on page 12.

Route and Station Performance Review

In addition, a total of 10 routes fall below the operating performance standards set forth in the *Service Standards and Process* documents for each operating division. For City Transit, five routes fall under the *Route Economic Performance Guideline Standard*. For Suburban Transit, five routes fall below this *Standard*. For Regional Rail Division, no routes fall below the *Route Economic Performance Guideline Standard*. In regards to Regional Rail Stations, eight stations presently fall below the guideline of 75 boards or alights per weekday. This is unchanged since last Fiscal Year, since both are based on the 2013 Railroad Census. New data being collected in 2015 is not yet available.