

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 – 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, February 4, 2015

7:45 p.m.

Curtis Hall

AGENDA

1. Receipt of the Report of the Property Supervisor for the month of January, 2015 (see attached).
2. Receipt of the Report of the Public Information and Complaint Officer for the month of January, 2015 (see attached).
3. Receipt of the Twinning Committee Meeting Minutes dated January 7, 2015.
4. Receipt of the Historical Commission Meeting Minutes dated January 8, 2015.
5. Receipt of the Staff Meeting Minutes dated January 13, 2015.
6. Receipt of the Substance Abuse and Mental Health Committee Meeting Minutes dated January 15, 2015.
7. Receipt of the Economic Development Task Force Meeting Minutes dated January 20, 2015.
8. Quarterly Report from Library President Carrie Turner.
9. Discussion of a work-share agreement between the PA Human Relations Commission and the Township's Human Relations Commission (see attached).
10. Recommendation to the Board of a Resolution honoring Rudy Tancredi upon the occasion of his retirement from the Public Works Department after over 32 years of service.
11. Consider a Community Service Award for Rasheed Byrd in honor of his attainment of the rank of Eagle Scout.
12. Consider the Township's participation in the Montgomery County "Walk MONTCO" Program (see attached).
13. Recommendation to the Board of a Resolution for the Disposition of Municipal Records (see attached).

AGENDA – PUBLIC AFFAIRS COMMITTEE MEETING
February 4, 2015
Page Two

14. Old Business.
15. New Business.
 - a. Announcements by the Township Manager as follows:
 1. The Township's receipt of a Certificate from the United Way for its participation in the 2014 Campaign.
 2. Rescheduling of the Tookany Creek Trail Phase III Meeting to Thursday, February 5, 2015, 6:30 p.m. – 8 p.m., at Curtis Hall.
16. Adjournment.



Bryan T. Havir
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: January 30, 2015
TO: Public Affairs Committee
FROM: Joseph Dunleavy, Property Supervisor
SUBJECT: Report of Property Department – January 2015

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

- A. Professional Contractors
1. EMS Building
 - Triac Mechanical Services, Inc. repaired heater.
 2. Public Works Facility Building/Emergency Operations Center
 - Apex Overhead Door Company, Inc. repaired two (2) overhead garage doors.
- B. 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.
 - 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.
 - Took copy paper delivery to basement.
 - Provided engineers, Boucher & James, with rain gauge amounts for the 4th Quarter 2014.
 - Repaired valve on urinal in Men's Room.
 - Replaced exhaust fan in Men's Room.
2. Brookdale Pump Station
- Monitored rain gauge.
 - Monitored emergency generator.
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.
 - Unclogged sink in Ladies Room.
 - Replaced paper towel dispenser in Men's 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.
5. EMS Building
- Ran designated electrical line to copier and garage.
6. Public Works Facility Building/Emergency Operations Center
- Recycled.
 - Kept copy paper stocked.
 - Replaced light bulbs, as needed.
 - Cleaned roof drains.
 - Repaired heat in dog kennel, and repaired door in dog run.

7. Rowland Community Center
 - Delivered copy paper.
 - Cleaned roof drains.
 - Replaced several ballasts in overhead lighting, assisted by Jimmy Rebitz.

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.
- Replaced broken window and lock in lavatory at Glenside Hall.
- Reconnected fire alarm wires at Glenside Hall.
- Replaced six (6) down spouts at Curtis Hall.
- Status of Glenside Floor Replacement Project: Ninety percent of the project is done. The drop ceiling needs to be finished. Grid is complete; however, waiting on ceiling tiles.
- Status of Rowland Roof Replacement Project: Contractors now working on the last roof (main roof); about 70% done with rip off. Copping needs to be put on and small roofs at stairwells need to be done.

JJD:ac

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

Township of Cheltenham

Montgomery County, Pennsylvania

Board of Commissioners

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Morton J. Simon, Jr., *Vice President*
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www.cheltenhamtownship.org

Township Manager

Bryan T. Havir

January 29, 2015

Memo to: Board of Commissioners
Public Affairs Committee

Attn: Bryan T. Havir, Township Manager

RE: January 2015 Month Report

1. PUBLICITY PROJECTS

Web/Cable/E-Notification/Facebook Cheltenham Township Facebook Page
Facebook/ Electronic Billboard Arcadia Shredding & Multi-Purpose Event
Web/Cable/E-Notification/Facebook Daily Loose Leaves Collection Updates
Photo and Caption/Web/Facebook 10-Year Volunteers Honored
Photo and Caption/Web/Facebook 20-Year Volunteers Honored
Web/Cable/E-Notification/Facebook Montgomery County Code Blue
Electronic Billboard..... Clean Water Tip #6
Web/Cable/E-Notification/Facebook Montgomery County Extends Code Blue
Web/Cable/E-Notification/Facebook Draining La Mott Water Tank
Web/Cable/E-Notification/Facebook Special Meeting for Ward 2 Commissioner
Web/Cable/E-Notification/Facebook Meeting on Jenkintown-Wyncote Train Station
Web/Cable/E-Notification/Facebook Meeting on Tookany Creek Trail Phase 3
Photo and Caption/Web/Facebook Making a Difference Award Winner #1
Photo and Caption/Web/Facebook Making a Difference Award Winner #2
Web/Cable/E-Notification/Facebook PECO Tree Trimming in Cheltenham
Release/Web/Cable/E-Notification/Facebook..... Martin Luther King Day Closings
Web/Cable/E-Notification/Facebook League of Women Voters: Legislative
Interviews
Web/Cable/E-Notification/Facebook Rabid Raccoon in Elkins Park
Release/Web/Cable/E-Notification/Facebook..... Government Day in Cheltenham
Web/Cable/E-Notification/Facebook Parks & Recreation Activities Canceled
Release/Web/Cable/E-Notification/Facebook..... February Meetings in Cheltenham
Photo and Caption/Web/Facebook Former Commissioner Honored
Photo and Caption/Web/Facebook New Commissioner Sworn In

Web/Cable/E-Notification/FacebookAdvertise in Township 2015-16 Calendar
 Release/Web/Cable/E-Notification/Facebook.....Black History Month Events in Cheltenham
 Release/Web/Cable/E-Notification/Facebook.....Making a Difference Award Nominations in
 2015
 Release/Web/Cable/E-Notification/Facebook.....Maple Sugaring Day
 Web/Cable/E-Notification/Facebook/Media Cheltenham Declares Snow Emergency
 Web/Cable/E-Notification/Facebook/Media Cheltenham Township Meetings
 Canceled/Postponed & Refuse/Recycling
 Postponed
 Web/Cable/E-Notification/FacebookSnow Emergency Ended
 Web/Cable/E-Notification/Facebook Winter Warm Up for High School Park
 Web/Cable/E-NotificationSpecial Board Meeting on Feb. 2
 Web/Cable/E-Notification/FacebookClear Sidewalks within 24 Hours

2. PRINT JOBS

- A. *Resolution: Wesley Pharmacy Anniversary*
- B. *Business Privilege Mailer: Prepared annual insert for businesses on advertising/sponsorship opportunities, clean water tips and more.*
- C. *Tax Insert: Prepared an insert on the sewer rate change for residents and businesses.*
- D. *2015 Spring Newsletter: Began writing copy for the publication, which should be delivered to residents in late March or early April.*

3. WEBSITE

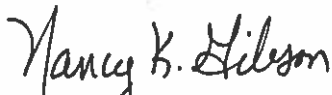
Added press releases, meeting agendas/minutes, Rock Creek Bid, R3-A Ordinance and 2015 registered plumbers, electricians and HVAC contractors. Updated Township and state officials, BHAR application form, Making a Difference nomination form, the business directory and Substance Abuse and Mental Health Committee page. Received 12 concerns reported via the website and responded or forwarded as appropriate. Google Analytics reports 25,060 sessions by 15,517 users on the Township website from December 19, 2014 to January 28, 2015.

4. COMMUNITY PROJECTS/INFORMATION REQUESTS

- A. Launched the Township Facebook page on January 5, 2015. The page has received 934 “likes.”
- B. Attended the January 7, 2015 meeting of the Twinning Committee as Township liaison.
- C. Attended the January 9, 2015 DVIT training on policies covering municipal and personal communication devices.
- D. Attended the special meeting on January 14, 2015, for the swearing in of Baron B. Holland as the new Commissioner for Ward 2 as Township photographer.

- E. Attended the January 15, 2015 meeting of the Substance Abuse and Mental Health Committee as Township liaison.
- F. Attended the January 21, 2015 meeting of the Board of Commissioners as Township photographer.
- G. Compiled information regarding a proposed request to install sharrows for cyclists on sections of 23 roadways through the Township.
- H. Made copies of the videos of the Commissioners' January meetings and provided them to the School District to air on cable access channels and to the Library System for reference.
- I. Prepared 41 new resident packages, which were given to EMS for delivery.
- J. Received and/or responded to five Right-to-Know Law requests, as appropriate.
- K. Responded to 11 requests for Township information or services received directly by this office.
- L. Suburban Transit reported 134 trips in November at a cost of \$511.58 and 130 trips in December at a cost of \$493.24. The total cost for the service in 2014 was \$5,633.65

Respectfully submitted,



Nancy K. Gibson

Public Information and Complaint Officer



COMMONWEALTH OF PENNSYLVANIA
Human Relations Commission
333 Market Street, 8th Floor
Harrisburg, PA 17101-2210
(717) 787-4410 voice
(717) 787-7279 TTY
www.phrc.state.pa.us

RECEIVED

JAN 26 2015

CHELTENHAM TOWNSHIP

January 21, 2015

David Flaks, Chairperson
Cheltenham Township Human Relations Commission
8230 Old York Road
Elkins Park, PA 19027

Dear Mr. Flaks:

As the state's civil rights enforcement agency, we consider you a valued partner. Certainly, we share the same goals: promoting equal opportunity, enforcing civil rights protections and ensuring that individuals know where to turn when their rights have been violated. As a partner, your input and cooperation is essential as we work together in our efforts to protect the rights of those in your community.

Please let this letter serve as our request that your Commission engage in a discussion regarding the benefits of entering into a work-share agreement between the Pennsylvania Human Relations Commission (PHRC) and your commission. Under such an agreement, we envision that your Commission would facilitate the filing of PHRC complaints where there is concurrent jurisdiction between state law (the PHRA) and your local ordinance. Through a work sharing agreement, Complaints with such overlapping jurisdiction would be accepted by your commission on behalf of the PHRC. Those complaints would then be transferred to the PHRC for a prompt investigation and potential prosecution. Only those complaints that are covered under the PHRA would be accepted on behalf of the PHRC and transferred. All complaints over which the PHRC does not have jurisdiction would be filed with your Commission and resolved by your local Commission. As part of the work sharing agreement we envision, the PHRC would provide training on the PHRA to Commissioners and employees of your local Commission. The PHRC would also resolve to promptly investigate any complaint received on our behalf.

In effect, Section 12(b) of the PHRA states that if a Complainant institutes an action based on illegal discrimination outside of the procedures outlined in the PHRA, that Complainant may not subsequently resort to the procedures outlined in the PHRA. In our considered opinion, this means Complainants that file with a local Commission may be foreclosed from the PHRC's assistance with their complaint. If you believe that your Commission has

We encourage you to keep us informed as to discrimination and bias issues your community is facing. We want to do the same for you, by keeping you informed about such issues on the state level, and by being a resource for your training needs.

We look forward to continuing a productive partnership that fosters equal opportunity for all in Pennsylvania!

Sincerely,



Gerald R. Robinson
Chair



JoAnn L. Edwards
Executive Director

cc COMMISSIONERS
Township Solicitor
HRC members
Township Managers
Public Information

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Walk Montco



The Challenge

Did you know that throughout Montgomery County nearly 1 in 5 traffic fatalities involve a pedestrian or bicyclist? The walking environment or "walkability" of our roadways and communities plays a major role in providing safe, convenient connections for pedestrians and bicyclists. That is why the Montgomery County Planning Commission (MCPC) is working on Walk Montco, a countywide walkability plan.

Seeking Partners

The MCPC is looking for four partners in this effort (either a municipality or an organization in cooperation with a municipality) who want to examine the walkability of their communities and consider how to improve their pedestrian habitat. Our four specific Focus Areas include:

- Safe routes to school
- Access to downtowns
- Transit-oriented development and access to train stations
- Walkability in suburban commercial areas

The Focus Areas should include a 15-minute walking distance from the center of the area. The findings from an examination of the Focus Areas will be used to help illustrate conditions throughout the county. Our partners will receive a free walkability analysis, community walkability audit, and brief report summarizing recommendations in return for their participation.

Focus Area communities should have some experience in working to improve walkability and be willing to assist the MCPC with local data and outreach contacts for a local walkability task force. The Focus Area community will also need to participate in a walkability audit (a group walk around town, noting conditions and issues) later in 2015 and have a strong desire to implement changes.

An [online application form](#) is provided for communities interested in participating. The deadline for completing and returning the application is February 27, 2015.

A Walkable Tomorrow

A walkable community helps create a vibrancy that supports local businesses and neighborhoods while allowing people to leave their cars behind for many local trips. Walkable communities also are safer for all users of the street but especially for children, the elderly, and those with mobility limitations. Walkable streets also help decrease local traffic volumes, increase access to available public transit, and increase opportunities for healthier lifestyles and recreation. Please note: This is a planning effort only. The walkability reports will be instrumental in securing future funding to implement improvements.

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P.O. Box 311, Norristown, PA 19404-0311 Ph: 610-278-3000 Courthouse Hours 8:30 a.m.- 4:15 p.m. [Driving Directions](#) [Login](#)

**TOWNSHIP OF CHELTENHAM
RESOLUTION NO. -15**

A RESOLUTION DECLARING ITS INTENT TO FOLLOW THE
SCHEDULES AND PROCEDURES FOR DISPOSITION OF RECORDS AS
SET FORTH IN THE PENNSYLVANIA MUNICIPAL RECORDS ACT
AND THE MUNICIPAL RECORDS MANUAL OF 1968, REVISED
DECEMBER 16, 2008, AS AMENDED FROM TIME TO TIME

WHEREAS, the Board of Commissioners of Cheltenham Township, Montgomery County, Pennsylvania, hereby acknowledges that a Local Government Records Committee of the Pennsylvania Historical and Museum Commission, Division of Archival and Records Management Services was created by the Pennsylvania State Legislature, Act 428 "Municipal Records Act" of 1968, as amended from time to time, and empowered thereby to make rules and regulations for the disposition and management of municipal records; and

WHEREAS, the Township of Cheltenham desires to dispose of municipal records according to Pennsylvania statutory requirements in accordance with the schedule of the Municipal Records Manual (MRM) issued by the Local Government Records Committee, which a list of said Cheltenham Township records are outlined in the attached Exhibit "A".

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Cheltenham, Montgomery County, Pennsylvania, that it intends to follow the schedules and procedures for disposition of records as set forth in the Municipal Records Manual revised on December 16, 2008, as amended from time to time.

DONE IN ELKINS PARK, PENNSYLVANIA, under my hand and the Seal of the Township of Cheltenham this 18th day of February, A.D., 2015.

TOWNSHIP OF CHELTENHAM

ATTEST:

BY: _____

Harvey Portner, President
Board of Commissioners

Bryan T. Havir
Township Manager/Secretary

(SEAL)

EXHIBIT "A"

Box #	Year(s) of Record	Record Type	Year End To Destroy	MRM REF.
		ACCOUNTING		
1011	2006	Payables A-D	2014	Chapter 6
1040	2007	Payables A-Glasgow	2014	Chapter 6
1041	2007	Payables H-PECO	2014	Chapter 6
1042	2007	Payables P-T	2014	Chapter 6
1043	2007	Payables U-Z, Insurance, Void PO's	2014	Chapter 6
1002	2006&2007	Secretary Reports	2014	Chapter 6
994	2007	Activity Reports	2014	Chapter 6
1001	2006&2007	Direct Deposit Reports	2014	Chapter 6
1016	2007	Daily Cash Receipts-7/2007-12/2007	2014	Chapter 6
1020	2007	Payroll Timesheets Oct-Dec	2014	Chapter 6
965	2006	Payroll Timesheets April-June	2014	Chapter 6
991	2007	Payroll Timesheets July-Sept	2014	Chapter 6
992	2007	Payroll Timesheets April-June	2014	Chapter 6
993	2007	Payroll Time Sheets	2014	Chapter 6
2077	2007	General Payroll & Check Registers	2014	Chapter 6
1000	2005&2006	Payroll Quarterly Reports	2014	Chapter 6
1031	2007	Payroll Journals	2014	Chapter 6
1032	2007	Payroll Journals (Jan-June)	2014	Chapter 6
		PARKS AND RECREATION		
1145	2001	Pool and Program Income Receipts	2014	Chapter 17
1146	2002	Pool and Program Income Receipts	2014	Chapter 17
		TAX OFFICE		
1	Years prior to 2007	Tax Duplicates; Proof Book and Computer Printouts	2014	Ch. 7
2	Years prior to 2007	Real Estate Tax Payment Records; Earned Income Tax and Transmittal Records	2014	Ch. 7
3	Years prior to 2007	Letters and correspondence, A/P and closeouts	2014	Ch. 7
4	Years prior to 2007	Business Privilege Tax Files for Filers who went out of Business	2014	Ch. 7
5	Years prior to 2007	Business Privilege Tax Returns	2014	Ch. 7
6	Years prior to 2007	Transmittals	2014	Ch. 7
		PERSONNEL		
6010	2005	DVHIT Bills	2014	Ch. 4, §2
	2005	Workers Comp. Claims	2014	Ch. 4, §1
	2002-2005	Unemployment Compensation Monthly Charges	2014	Ch. 4, §1
	2005	Vision Benefits Bills	2014	Ch. 4, §2
	2005	Keystone Bills	2014	Ch. 4, §8
	2005	Parks and Recreation Injuries	2014	Ch. 4, §2
	2005	Summer Students Material	2014	Ch. 4, §14
	1992-2006	Police -Salary-Teamsters Contracts	2014	Ch. 4, §1

